

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: HIGH SCHOOL RECEPTIONIST/OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of a Principal, operate a switchboard; perform receptionist, clerical duties and mail distribution duties.

REPRESENTATIVE DUTIES:

Operate a switchboard; answer and extend calls to appropriate school or office; provide routine information and assistance; take and transmit messages as requested. *E*

Perform a variety of clerical work as assigned including posting and maintaining records, typing and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail and maintaining postage records. *E*

Greet, screen and direct visitors to appropriate departments. *E*

Order supplies and forms; receive and forward packages to appropriate personnel; maintain records of orders received and submit completed paperwork to purchasing for payment. *E*

Schedule appointments and meetings for staff, parents and students. *E*

Monitor school entrance to assure students remain on campus and unwanted visitors remain off campus as assigned; maintain communications with classrooms and dispatch security as necessary; monitor the radio and intercom as assigned. *E*

Operate a variety of office equipment including typewriter, intercom, postage meter, and copy machine. *E*

Forward packages, money, clothes and other items from parents to students as needed; summon students to the office for parents and other matters as appropriate. *E*

Read school bulletins and announcements as assigned.

Distribute pay warrants to personnel and obtain signatures of receipt of warrants as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of switchboard.
Telephone techniques and etiquette.
Modern office practices, procedures and equipment.
Correct oral and written usage of English.
Postage regulations.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.

ABILITY TO:

Operate a switchboard at a high school.
Perform receptionist, clerical duties and mail distribution duties.
Provide information in a clear and understandable manner.
Receive the public tactfully and courteously.
Prepare bulk mailings and other U.S. mail according to established guidelines.
Operate assigned office equipment.
Type at an acceptable rate of speed.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Maintain records.

EDUCATION AND EXPERIENCE:

Education: **High School graduate or the equivalent.** Proof required.

Experience: One year of paid general clerical experience, including typing and public contact, and the operation of a switchboard. ***Computer literacy required. Must be proficient with Microsoft software, including but not limited to, Word, Excel, Powerpoint, and other applications.***

Testing: **Passing scores on District Clerical tests: Letter Formatting (computerized), Proofreading (computerized), Office Assistant (written), and a typing/keyboarding speed of 40 WPM.**

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Lifting and carrying light objects (up to 25 pounds).
Dexterity of hands and fingers to operate a typewriter.
Bending at the waist, kneeling or crouching.