

CLERK III/DISTRICT RECEPTIONIST

DEFINITION

Under general supervision of the Superintendent, acts as the central communications operator and receptionist for the District Office; maintains a mail distribution center; and performs related clerical and technical work.

DISTINGUISHING CHARACTERISTICS

This position requires knowledge and understanding of District organization and includes a variety of duties which require the exercise of good judgment and discretion. The ability to meet routine and emergency situations with poise and maturity is essential. A pleasant telephone manner is required as well as personal attributes which create the desired positive impression received by parents, students, staff, and the general public.

ESSENTIAL FUNCTIONS

Greets all visitors courteously, determines their needs, checks appointments, and directs them to the proper person or department;

Maintains an attractive and comfortable reception area which includes a reading table stocked with current School District publications and periodicals of general interest;

Operates multi-positioned telephone switchboard and automated communications systems for external and internal calls;

Receives and routes mail and correspondence for the District Office;

Types correspondence, reports, and performs routine clerical functions;

Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Effective and courteous personal and telephone communications skills and techniques; personal computers and related software, i.e. word processing; modern office methods, practices, and procedures.

Ability to:

Understand the organization, function, and activities of the District; meet the public with tact, diplomacy, and courtesy; exercise sound judgment and discretion; perform typing and clerical work of average difficulty; operate automated call distributors, sequencers, and attendant automated systems; operate personal computer and other modern office equipment; type from clear copy at 40 net words per minute.

Experience:

Two years of responsible clerical/receptionist experience.

Education:

Equivalent to completion of the twelfth grade.