

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Secretary – Receptionist

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

One year of experience performing stenographic or general clerical functions.

Education:

High school diploma or equivalent, including or supplemented by coursework in typing and business office procedures.

SUMMARY

Under the supervision, as assigned by the Administrator, operates a private branch exchange switchboard, and performs difficult and responsible clerical and secretarial work. Performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

1. Operates private branch exchange switchboard.
2. Determines proper station with which calls should be connected.
3. Provides routine information to the public and notifies interested persons of time/place of meetings and conferences.
4. Where appropriate, makes accurate written messages to the party called when he/she is not available to receive call.
5. Acts as receptionist referring visitors to proper person.
6. Types, assembles and distributes various bulletins, news releases and other publications.
7. Prepares letters and memos from general direction/marginal notes.
8. Compiles information and prepares reports as required.
9. Operates various office machines and equipment.
10. Maintains office supplies.
11. Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Telephone switchboard operation;
- modern office procedures;
- correct spelling and grammar.

AK:wmd
8/89revised
04/00

Ability to:

- Operate a telephone switchboard with a pleasing and gracious manner expressed at all times by voice attitude and manner with the desire to render efficient service;
- question persons seeking information in an intelligent manner;
- remember names of departmental personnel;
- understand and carry out oral and written instructions and work harmoniously with other people;
- demonstrate efficiency in handling district telephone traffic.
- Type accurately 50 words per minute.