

CLASSIFIED JOB DESCRIPTION

HUMAN RESOURCES TECHNICIAN I (FRONT DESK RECEPTIONIST)

JOB SUMMARY:

Under general supervision, performs a wide variety of clerical duties of average difficulty including operating a telephone system, human resources technology and negotiation issues, and performs related work as required involving cross-training with the Human Resources Department.

ESSENTIAL JOB FUNCTIONS:

- Operates telephone system.
- Assists in the application process, provides general information to the public and district employees.
- Types requisitions, form letters, and records.
- Collates mailings.
- Opens and distributes Human Resources and District incoming mail.
- Coordinate the delivery of mail, packages, and other correspondence.
- Acts as District receptionist.
- Answer and direct incoming phone calls, providing general information or forwarding to appropriate department or school site.
- Greet and assist all District employees and visitors with professionalism and courtesy.
- Responds to emails and inquiries in a timely manner.
- Maintain District and school site directories.
- Oversee the tracking of classified evaluations, maintains accurate records and coordinate with school sites and departments to ensure timely processing.
- Maintain organized and up-to-date records of classified evaluations and serve as the main point of contact for inquiries related to classified evaluations.
- Manages Facilitron for room reservations, ensuring that room reservations are handled efficiently.
- Coordinate the scheduling of meeting rooms and meeting spaces, ensuring that all requests are fulfilled and that room availability is communicated effectively to avoid scheduling conflicts.
- Ensure that all visitors sign-in to Raptor and that security protocols are followed.
- Maintain a positive and professional attitude when interacting with all individuals.
- Maintain a welcoming and organized front office environment by providing a clean and organized front office area.
- Perform general clerical duties including data entry, filing and photocopying.
- May assist with special projects and events as needed.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Operates switchboard console telephone system.
- Evidence of successful related experience.
- Ability to operate a telephone system at a high rate of production; ability to maintain the security of sensitive, confidential, and privileged information; ability to meet the public; ability to be tactful and courteous and to exercise good judgment in maintaining harmonious and effective working relations with those contacted in the course of work; ability to compose correspondence in response to routine inquiries; understand and carry out oral and written directions; type at a speed of 40 words per minute, and to collate and bind materials; competency in Spanish language is highly desirable.
- Knowledge of general office procedures, methods and practices; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; standard office machines, equipment, and personal computer applications.
- Graduation from high school or equivalent, including or supplemented by courses in typing/keyboarding and office practices.
- Bilingual in English and Spanish with excellent verbal communication skills (preferred).

Classified Salary Schedule: Range 22
BOARD APPROVED: 8/17/99
REVISION DATES: 8/13/25