San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Receptionist
Reports to: Assigned Supervisor
Works With: Personnel and Public
Dept. /School: Campus

Exemption Status: Non-exempt
Pay Grade: 01
Days: 187/226
Date Revised: 07/23/2020

Primary Purpose:

Under moderate supervision, respond to inquiries from staff, students, parents, and the public; provide requested information and/or referral to the appropriate parties; direct visitors; and provide general clerical support for the efficient operation of the central administration office.

Prerequisites:

- High School diploma or GED.

Special Knowledge/Skills:

- Ability to operate multi-line phone system
- Effective public relations, organization, communication, and interpersonal skills
- Ability to speak, read, and understand English
- Ability to read and comprehend instructions
- Ability to effectively present information in one-on-one situations
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Major Responsibilities and Duties:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.

2. Greet visitors (e.g. public, parents, students, substitutes, vendors, etc.) respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.

3. Maintain visitor log and issue visitor passes.

4. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.

5. Receive deliveries and disseminate materials and information to the appropriate parties.

6. Prepares inter-campus mail for PRIM and handles incoming and outgoing mail including report cards, certified mail, priority mail and etc.

7. Provide clerical assistance as needed.

8. Compile, maintain, and file all reports, records, and other documents as required.

9. Maintain confidentiality.

10. All other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; multi-line phone system

Posture: Continuous sitting

Motion: Repetitive hand motions including reaching. Frequent keyboarding and use of mouse.

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Reception desk in the administrative/central office

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____