Job Description **5.05**
MOORE PUBLIC SCHOOLS

Job Title: **Personnel Clerk/ASC Receptionist**

Qualifications:

Credentials: **None**

Education: High school diploma/GED.

Training or Experience Required: 3 years of clerical experience handling switchboard/receptionist work and handling personnel applications. Must be able to input data while handling reception/switchboard activities.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as application forms, charts, diagrams, or instruction material.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, postage machines, calculator, and multi-line telephone consoles, computer, etc.

Typing Skills: Typing/Word Processor 55 wpm required.

Site: **Administrative Service Center**

Reports To: **Superintendent or Designee**

Job Goal (Purpose of Position): Performs skilled level switchboard/receptionist/clerical duties under limited supervision to assist the Personnel Director with walk in traffic and with requests for information in the district's main office. Takes the initial application forms and handles such other routine requests as is necessary at the front desk.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular to constant contact by telephone or in-person with the public to determine actual information needed. The incumbent is expected to know about the operations in the entire district to handle routine inquiries and/or properly direct calls. Must be able to deal with the public with tact and diplomacy since this is a critical first impression position.

Other Performance Measures:

Successful performance of the job requires excellent customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident, injury or further illness to self or others. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions:

1. Properly greets visitors and directs them to the proper office.

2. Handles all telephonic communication that comes into the school and directs the call to the proper parties. Must be able to know how to direct calls and answer routine information.

3. Sorts and distributes all incoming mail and packages.

4. Maintains an attractive and comfortable reception area with current district publications available.

5. Responds to telephone inquiries verifying employment. Assists applicants coming into office to complete application forms or other forms. Answers any routine questions necessary for initial applicant.

6. Inputs data into computer as required concerning applicant tracking and other information.

7. Records fingerprints for new hires and others as required.

8. Performs other duties as assigned by the designee.

Supervision exercised: None.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone; must be able to handle several functions at the same time: phone, reception duties, and data input.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category A
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93
Revised 1998-99 Negotiated Contract
Revised 11-27-00
Revised 05-14-01
Revised 4-12-10
Revised 10-10-11
Revised 2024-25 Negotiated Contract