JOB DESCRIPTION

JOB TITLE: Clerk I: Receptionist

Job Family: Clerical/Secretarial Services

Range: 19

Job Purpose Statement/s: The job of "Clerk I: Receptionist" is done for the purpose/s of operating a telephone switchboard system at a school or work site; receives and routes telephone calls to appropriate office/staff and provides information to callers; greet and direct visitors to appropriate office/staff and provide clerical support as assigned.

Essential Job Functions:

* **Operates** a telephone switchboard system.
* **Receives** incoming calls; records information as required and routes calls to appropriate department/staff.
* **Places,** receives and completes long distance calls as assigned.
* **Takes** telephone messages and distributes to appropriate office/staff.
* **Greets,** ascertains needs and directs individuals to various departments, meetings and/or staff.
* **Answers** questions and provides information regarding school or office standards, policies, procedures and requirements.
* **Receives** and transmits various reports, statements and documents to proper personnel.
* **Maintains** telephone logs of long distance calls and reconciles to telephone billings.
* **Performs** routine clerical duties such as typing, filing, proofreading, mail sorting and other clerical duties.
* **Maintains** files as assigned.
* **Provides** services to sick/injured students.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** Prior job related experience.
* **Skills**, **Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding at a rate of 30 words per minute; operate standard office equipment including telecommunication equipment and basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation.

  Knowledge of rules and regulations related to assigned functions, recordkeeping, standard office equipment. Proper use and operation of a telephone switchboard system; proper telephone techniques and etiquette.

  Abilities to sit for prolonged periods, work independently, understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing

conversations, near visual acuity/visual accommodation. Efficiently operate a telephone switchboard system; communicate effectively.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Valid California Driver's License.