



Receptionist - CAB

Purpose Statement

The job of Receptionist is done for the purpose/s of greeting and directing visitors, responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; and, when time permits, providing general clerical support.

Supervisory Relationship

Reports to: Community Relations Director

Essential Functions

- **Telephone Management:** Answer the telephone system for screening calls, transferring calls, responding to inquiries, and/or taking messages.
- **Item Distribution:** Distribute items within the site (e.g., special delivery and overnight mail/packages, messages, application packets, etc.) to ensure receipt by the addressee.
- **Visitor Greeting:** Greet individuals entering the building (e.g., visitors, parents, students, vendors, etc.) to respond to inquiries and/or direct individuals to appropriate locations in accordance with established building security procedures.
- **Reception Area Maintenance:** Maintain reception area materials (e.g., student enrollment, student transfers, home education, etc.) to provide resource information to visitors.
- **Information Maintenance:** Maintain building information (e.g., use schedules, staff directories, emergency contacts, etc.) to provide reference information.
- **Human Resource Support:** Perform clerical functions (e.g., I9 verifications, volunteer paperwork, staff photos, scanning, fingerprinting, etc.) to support the Human Resource Office.
- **Program Support:** Perform general clerical functions (e.g., scheduling, data entry, etc.) to support operations of the Students In Transition (SIT) and Student Support Services transportation programs.
- **Clerical Functions:** Perform general clerical functions (e.g., scheduling, copying, faxing, data entry, filing, etc.) to support office operations.
- **Material Reception:** Receive a variety of items (e.g., mail, special deliveries, packages, supplies, etc.) to distribute materials to appropriate parties.
- **Adherence to Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Preparing and maintaining accurate records.
- Operating standard office equipment.
- Utilizing pertinent software applications.

Knowledge

- Basic math, including calculations using fractions, percents, and/or ratios.
- Reading a variety of manuals, writing documents following prescribed formats, and/or presenting information to others.
- Understanding complex, multi-step written and oral instructions.
- Business telephone etiquette.

Abilities

- Schedule a significant number of activities, meetings, and/or events.
- Gather, collate, and/or classify data.
- Use basic, job-related equipment.
- Work with others in a wide variety of circumstances.
- Work with data utilizing specific, defined processes.
- Operate equipment using defined methods.
- Maintain confidentiality.
- Adapt to changing priorities.
- Work with frequent interruptions.
- Communicate with diverse groups.
- Display tact and courtesy.

Responsibility

Working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is required

Education

High school diploma or equivalent

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SJ

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.