LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: ESC Receptionist Office Professional Full Time

REPORTS TO: Director of Communications and Community Services

SUMMARY: Receive and route incoming calls, answer general questions and assist staff and public. Perform basic secretarial tasks and assist other district office personnel as requested. Work independently in the performance of all functions necessary to maintain an efficient and organized office in a professional and confidential manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Receive and route incoming phone calls using a multi-line phone system; greet and assist the public and district personnel
- Keep building administration informed of all issues
- Perform and have extensive knowledge of general office/secretarial skills such as word processing, recordkeeping, proof reading, check receipting and filing
- Create and maintain district personnel directory
- Assist in enrolling community members in community education classes, and students in summer school for credit programs
- Coordinate secondary summer school registration, collection and receipt money
- Notify parents/students of summer school classes, late fees, payment, grades, and coordinate all mailings
- Create and maintain summer school database for program director and teachers
- Receipt cash payments for various departments
- Support substitute calling system for entire district
- Enter and maintain events in district facility use system for staff and community
- Maintain CPR and First Aid certificates and coordinate classes for all staff
- Provide secretarial support for health services department
- Coordinate health services related training for staff
- Record and maintain employee database of immunizations and health related trainings & Right Response
- Provide secretarial support to various administrative departments as needed
- Know and follow district policies and procedures
- Remain flexible and team-oriented
- Promote and practice professional growth and development
- Perform other duties as may be deemed necessary for the efficient operation of the department

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent
2. Three years secretarial or related office experience, preferably in an educational setting
3. Front office or receptionist experience

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic and business mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Verifiable effective oral, written and interpersonal communication skills
- Ability to efficiently perform basic secretarial skills (typing, filing, data entry and use of basic office equipment)
  - √ Keyboarding 50 wpm
  - √ Ability to use correct grammar and punctuation
  - √ Ability to use a variety of office machines
  - √ Skilled in the use of Microsoft Excel, Word, Google platform, and the Internet
- Basic bookkeeping skills
- Knowledge of district operating procedures
- Knowledge of health services procedures and requirements
- Organizational and project management skills
- Ability to independently prioritize and process work flow
- Ability to perform tasks and projects with a high degree of accuracy and attention to detail
- Ability to work under pressure with constant interruptions, and meet deadlines
- Ability to handle confidential matters professionally
- Demonstrated abilities in self-direction and sound judgment
- Ability to maintain a positive attitude towards staff, students, parents, and community members
- Demonstrated abilities to be a good team player

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- ESC Administrative Staff
- ESC Office Professionals
- General Public
- District faculty and staff

TERMS OF EMPLOYMENT:

Work Hours/Days:	Up to 8 hours per day / 260 days per fiscal year
Salary:	Per PSE Office Professional CBA -- Group III
Benefits:	Per PSE Office Professional CBA, board policy and procedures

EVALUATION: Director of Communications and Community Services

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.