District Office Assistant/Receptionist

Purpose Statement

The job of District Office Assistant/Receptionist is done for the purpose of receiving, greeting, and providing information and guidance to District Office visitors and clerical support to District Office personnel; overseeing assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Assigned Supervisor

Essential Functions

- Creates badges for all employees for the purpose of ensuring implementation of required District employee identification process.

- Maintains a wide variety of documents files and records (e.g. mailers, invoices, registration information, summer information, interviewing schedules District employee TB clearances, CTC reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrativeguidelines and legal requirements.

- Oversees District Office lobby (e.g. post current jobs and district information, maintains organized lobby, replaces restroom supplies, etc.) for the purpose of ensuring attractive and professional entry environment.

- Processes documents and materials (e.g. mailers, employee name changes, departmental support projects, supply orders, etc.) for the purpose of ensuring department operational workflow and efficiency.

- Procures and distributes supplies and materials to the Human Resource Department for the purpose of ensuring adequate supplies.

- Receives visitors and all incoming phone calls, oversees US mail processes, inter district mail processes and visitor processes for the purpose of facilitating communication and providing customer service.

- Responds to various internal and external parties for the purpose of providing information or direction and/or facilitating communication among parties.

- Schedules a wide variety of activities (e.g. appointments, meetings, facility usage, etc.) for the purpose of making needed arrangements for assigned administrators and departments.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; analyzing data; applying assessment instruments; classifying data and/or information; collecting money; providing customer service; performing standard bookkeeping; and promoting activities and/or events.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the

job include: SRVUSD location information; SRVUSD personnel identifications; business telephone etiquette; office practices and procedures; codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; working with frequent interruptions; accuracy and attention to detail; adapting to changing work priorities; analyzing issues and determining appropriate course of action; communicating with persons of diverse backgrounds; meeting deadlines and schedules; multi-tasking; organizing tasks; and working with detailed information/data.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often 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: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 5% walking, and 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: One year of responsible clerical experience.

Education (Minimum): High school diploma or equivalent.

Required Testing	**Certificates and Licenses**
None Required	None Required
Continuing Educ. / Training	**Clearances**
Maintain Certificates and/or Licenses	Criminal Background Clearance
District Mandated Training	Tuberculosis Clearance

FLSA Status	**Approval Date**	**Salary Grade**
Non Exempt	December 14, 2021	Range 14
	Revised Date	