

Madera Unified School District Classified Job Description

Receptionist

Purpose Statement

The job of Receptionist was established 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. This job description may be used at a School site or District Office location.

This job reports to designated Administrator.

Essential Functions

- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Generates and updates district office phone and school site phone list for the purpose of keeping staff and school site information up-to-date.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains building information (e.g. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Maintains reception area materials (e.g. job applications, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Sorts and routes items within the site (e.g. special delivery and overnight mail/packages, messages, application packets, etc.) for the purpose of ensuring receipt to addressee.

Other Functions

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

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Job Requirements:

Skills, Knowledge and Abilities SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE: Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; district office routines/ or site routines, basic English, and Spanish if required, basic grammar and math.

ABILITY: Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing priorities; working with frequent interruptions; communicating with diverse groups; and displaying tact and courtesy.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and 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.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience Six months experience in an office environment.

Education High School diploma or equivalent.

Required Testing
Pre-employment Proficiency Test

Certificates
Valid CDL

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Continuing Educ./Training

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

FLSA Status

Non Exempt

Approval Date

PC Approved: 12/15/14

Salary Range

Classified Salary Schedule – Range 14