# VISALIA UNIFIED SCHOOL DISTRICT JOB DESCRIPTIONS

Issue No. 1 D

Unit: Classified **Date:** 07-02

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Section:	Clerical and Fiscal Services	
Job Title:	DISTRICT RECEPTIONIST	RANGE: 45

Under the immediate supervision of the Assistant Superintendent of Human Resources Development, serve as district office receptionist and perform a variety of specialized clerical functions frequently requiring independent judgment.

## **Typical Duties - Receptionist:**

- 1. Operate a switchboard, determine proper station with which calls should be connected;
- 2. Direct visitors to proper person and location for appointments, meetings, and hearings;
- 3. Provide routine information to the public;
- 4. Keep reception area neat and appropriately decorated for public view.

## **Typical Duties - Personnel Clerk:**

- 1. Perform a wide variety of specialized clerical tasks including typing, data entry, reviewing, proofreading, filing and record keeping;
- 2. Establish, update and maintain a variety of files and records which may contain confidential material;
- 3. Provide information and assistance to district employees and general public regarding application process; maintain adequate supply of application materials; mail applications as requested;
- 4. Distribute and post open job flyers, maintain time lines, and monitor the application process;
- 5. Assist with setting up applicant file, review for completeness and update as additional materials are received; may assist with annual rollover activity to determine continued interest by applicants;
- 6. Assist with interview schedules for administrators, may contact applicants by telephone and assist in preparing interview packets for use by interview panel;
- 7. Operate a variety of standard office machines including computer;
- 8. Collect, assemble, bind and staple reproduced materials;
- 9. Compile information and prepare reports as required;
- 10. Assist with ordering and maintaining supplies;
- 11. May provide clerical support for absent staff members or to assist in special projects in other areas of the department;
- 12. Perform other related duties as assigned.

## **Personal Characteristics:**

Should possess personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment and ability to work cooperatively with others.

# **Position Qualification:**

# Knowledge of:

Telephone switchboard operations; modern office procedures and techniques; good English, spelling grammar, punctuation and math skills; standard office machines and equipment including computer and computerized record management systems, word processing software (e.g., WordPerfect); appropriate human relations and public relations.

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## Ability to:

Operate a telephone switchboard and maintain a reception area in a pleasing and gracious manner expressed at all times by voice, attitude and manner; question and answer persons seeking information in an intelligent manner; remember names of departmental personnel; demonstrate proficiency in handling telephone traffic. Perform a wide variety of clerical tasks independently and with speed and accuracy; understand and carry out verbal and written instructions; type at 50 correct words per minute; operate a variety of modern office equipment including computer. Establish and maintain cooperative working relationships with other employees and a diverse public clientele; exhibit patience and excellent public relations skills.

#### **Experience:**

Two years of paid experience performing a wide variety of clerical work with heavy telephone contact and personal public contact.

#### **Education:**

High school diploma or equivalent with including or supplemented by course work in computers and other business office skill areas.

## **Physical Requirements:**

Physically and mentally able to perform the essential duties of a position without hazard to themselves or others. Sit for extended periods of time; see to observe computer monitor and printed or written records; hear and speak to communicate with coworkers and public; possess dexterity of hands and fingers to operate keyboard, telephone and other office equipment. Office environment.