

TITLE: RECEPTIONIST

QUALIFICATIONS

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, and math.
2. Applicable state laws, district policies, procedures, and other regulations governing the program or area of assigned responsibilities.
3. Modern office methods and procedures.
4. Proper telephone techniques and etiquette.
5. Proper use and operation of a telephone switchboard system.
6. Safety rules and regulations for this position.

Ability to

1. Receive and give information over the telephone or in person in a courteous manner.
2. Communicate effectively in both oral and written forms.
3. Efficiently operate a telephone system.
4. Perform a variety of responsible clerical work of average difficulty with accuracy and speed.
5. Work efficiently with frequent interruptions.
6. Be a productive and active team member.
7. Maintain a professional appearance and demeanor.
8. Work successfully with diverse groups of people.
9. Understand and carry out oral and written instructions.
10. Type accurately at a rate of forty (40) words per minute.
11. Learn to operate standard office equipment/machines such as typewriter, calculator, copy machine, computer terminal, and printer.
12. Establish and maintain routine records and prepare routine reports.
13. Learn and follow the operations, procedures, policies and requirements of the personnel department.
14. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
15. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Equivalent to the completion of the twelfth (12th) grade.
2. One (1) year of clerical experience or experience that could likely provide the desired knowledge and abilities may be considered.
3. Good work history and attendance.

REPORTS TO: Assigned Administrator

JOB GOAL: To contribute to effective school/public relations by prompt and courteous handling of all inquiries and visitors; and provide clerical support for the assigned site/department in an efficient, effective, and professional manner.

ESSENTIAL FUNCTIONS

1. Greets all visitors courteously, ascertains their needs, checks appointments, and directs or escorts individuals to various departments, meetings, and/or staff.
2. Answers the switchboard in a timely manner and responds appropriately and courteously to requests for information.
3. Processes forms, applications, documents, records and/other paperwork in support of assigned office functions.
4. Types prescribed information on forms, cards, and records.
5. Types tests, memos, correspondence and other materials from clear draft, or handwritten copy.
6. Participates in district in-service training as required.
7. Follows district policies and procedures.
8. Knows and understands the Mission and Core Values of the district.
9. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Receives, sorts, and distributes mail.
2. Copies materials using copy machine or other media as assigned.
3. Prepares masters and runs copies.
4. Maintains files as assigned.
5. Receives and transmits various reports, statements, and documents to proper personnel.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.

15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site/department administrator or his/her designee will give the evaluation.

Approved by:	Board of Education	Date:	September 26, 1990
Amended by:	Board of Education	Date:	September 14, 1995
Amended by:	Board of Education	Date:	February 10, 2000

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**