

West Carroll Board of Education

Job Description

Descriptor Term:

District Office Receptionist

Board Policy Reference

5.013

QUALIFICATIONS

Required:

High school diploma

Desired:

1. Ability to deal with the public in different situations in a pleasant, courteous and helpful manner.
2. Effective and efficient with Microsoft Office Programs such as Word, Excel, and Access.
3. Ability to communicate via E-mail efficiently and effectively.
4. Demonstrated ability to type at 30 words per minute is preferred.
5. Ability to utilize good telephone skills.
6. Ability to establish and maintain effective working relationships with others.
7. Be capable of moving and lifting moderately heavy weights.
8. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.

REPORTS TO

Supervisors or Director of Schools

JOB GOALS

To complete activities that support the work of the district office staff.

DUTIES

1. Greets visitors and directs them to the proper person or office.
2. Receives incoming telephone calls and transfers to the proper person.
3. Takes messages for personnel who are away from their desks.
4. Maintains confidentiality of sensitive information.
5. Assists with distributing information and applications relative to employment.
6. Assists other district office staff in sending fax messages and making copies.
7. Assists supervisors in labeling equipment, textbooks, and supplies.
8. Collects and sorts mail.
9. Develops district calendar each month.
10. Approves free and reduced priced lunch applications.
11. Assumes other reasonable and equitable job-related duties assigned by other district office staff.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 40 pounds with frequent lifting and/or carrying of objects weighting up to 10 pounds, such as textbooks, equipment, and supplies.

WORK CONDITIONS

Office environment.

TERMS OF EMPLOYMENT

Salary and work year to be established by board of education with recommendation from Director Of Schools

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.