



JOB DESCRIPTION

Adult and Community Education – Receptionist/Clerical Aide

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The Adult and Community Education Receptionist/Clerical Aide under the direct supervision of the Adult and Communication Coordinator, maintains and updates files and performs receptionist and clerical duties to assure an efficiently operated office.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- 1-2 years of clerical and file maintenance experience preferred

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient keyboarding, word processing, and file maintenance skills
- Effective communication and interpersonal skills
- Ability to use personal computer and software to maintain spreadsheets and databases, and do word processing
- Strong organizational skills
- Ability to perform basic arithmetic calculations
- Operate business machines including copiers, typewriters, computers, calculators and fax machine

DUTIES AND RESPONSIBILITIES:

1. Inputs registration/enrollments for Adult and Community Education classes in data base computer program.
2. Handles payments for Community Education student enrollments and Adventure Club After School Program enrollments.
3. Assists visitors and telephone customers requiring information.
4. Communicates with students regarding class information, follows up with courtesy calls to remind students of classes.
5. Assists office team with other clerical duties as assigned.
6. Coordinates the preparation of accurate correspondence and related papers.
7. Maintains physical and computerized departmental files.
8. Maintains a record of all students and payments made for Adult Ed. Classes.
9. Maintains inventory and submits orders to be placed for all supplies and materials needed to the secretary.
10. Types and reproduces the faculty and student handbooks.
11. Maintains up-to-date faculty and student handbooks.
12. Handles all incoming calls for the department.
13. Processes and keeps records of all student enrollments.
14. Maintains accurate records on each student registering for GED Exams.
15. Prepares and types all payment information and submits to students upon request.
16. Prepares reports upon request for coordinator.
17. Demonstrates ability to learn and adapt to program changes.
18. Maintains accurate records for all instructors.
19. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to read, concentrate, communicate (verbally and written), interpret, reason, understand verbal instructions, coordinate, compile, compute, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and carry moderate weight (15-44 pounds); work with frequent interruptions, balance, stoop, kneel, push, pull, reach, perform repetitive hand motions, may work irregular hours.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 4

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 10, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.