



## **JOB DESCRIPTION**

### **Receptionist/Administrative Assistant – High School**

#### **JOB DESCRIPTION:**

The Receptionist/Administrative Assistant, under the direct supervision of the principal, contributes to an effective campus office by prompt and courteous handling of all inquiries, visitors and telephone calls, and provides clerical assistance for campus personnel.

#### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- One year clerical experience in an office setting

#### **ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

#### **KNOWLEDGE / SKILLS / ABILITIES:**

- Ability to follow written and oral instructions.
- Proficient keyboarding skills.
- Effective organizational skills.
- Ability to work well and in a positive manner with employees and the public.
- Ability to be punctual and dependable.

#### **DUTIES AND RESPONSIBILITIES:**

1. Receives and directs incoming calls, enters work orders, takes reliable messages, and routes to appropriate staff.
2. Greets and directs campus visitors.
3. Assists with mail outs and other administrative areas when possible from reception hub.
4. Assists with all clerical duties and typing as needed.
5. Receives, sorts, and distributes mail, messages, documents and other deliveries.
6. Submits a monthly telephone report to the district office.
7. Is responsible for maintaining parking information for staff and students.
8. Is responsible for entering work orders as required.
9. Assists with providing substitutes their instructions and keys.
10. Provides extended clerical support as required for the Secretary and book keeper, during summer months.
11. Provides support to bookroom during school year.
12. Provides new students with bus routes and slips to begin riding bus.
13. 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 communicate (verbally and written), concentrate, understand verbal instructions, differentiate, read and maintain emotional control.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight (under 15 pounds), reach, perform repetitive hand motions, sit for long periods of time, hear, and speak.

#### **SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment  
Multi-line phone system  
Personal computer

**Paraprofessional Pay Grade: 3**

**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.*