



JOB DESCRIPTION
District Office Receptionist

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The District Office Receptionist under the direct supervision of the Associate/Deputy Superintendent, Instruction & Student Services, contributes to effective school/public relations by prompt and courteous handling of all inquiries, visitors, and telephone calls at the Educational Resource Center Administrative Building.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Pleasant voice on telephone
- Personable attitude and appearance to the public

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to operate multi-line phone system
- 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. Operates multi-positioned telephone switchboard to relay incoming, outgoing, and inter-office calls.
2. Responsible for visitor and employees sign in using raptor system.
3. Answers general information questions, takes messages, pages authorized personnel, and refers calls to appropriate schools.
4. Respects the confidentiality of the position.
5. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to the proper person.
6. Maintains an attractive and comfortable reception area.
7. Reports immediately the presence in the building of any visitor who bypasses the reception desk and/or suspicious activity or unusual behavior on the part of the visitors.
8. Provides zoning information for schools attendance areas.
9. Is responsible for visitor sign in/out lists.
10. Is responsible for maintaining and updating district information and tracking special events to relay this information as needed.
11. Is responsible for updating lobby bulletin board and information book.
12. Upon request, provides applications to walk in traffic.
13. Responsible for monitoring the traffic going in and out of the loading dock.
14. 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 effectively (verbal and written), concentrate, understand verbal instructions, differentiate, read, coordinate, compile, and maintain emotional control.

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

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment
Personal computer
Multi Telephone System

Paraprofessional Pay Grade: 3

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 19, 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.