



## **JOB DESCRIPTION**

### **Administrative Building Receptionist**

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The Administrative Building Receptionist works under the general supervision of the Executive Director for Human Resources and the immediate direction of the Human Resources Director for Auxiliary/Classified, contributes to effective school/public relations by prompt and courteous handling of all inquiries, visitors, and telephone calls at the Administrative Building.

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

- High School Diploma or GED
- Bilingual preferred but not required

#### **ADDITIONAL REQUIREMENTS:**

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

#### **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. Operates administrative building switchboard to relay incoming, outgoing and inter-office calls.
2. Responsible for visitor and employee sign in using raptor system.
3. Answers general information questions, takes messages, pages authorized personnel, and refers calls to appropriate location.
4. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to proper person.
5. Maintains an attractive and comfortable reception area.
6. 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.
7. Assists with processing all applications and with overflow duties during peak periods in the Human Resource office.
8. Back up to the AESOP (Automated Substitute Calling System) operator.
9. Receives sorts and distributes mail and other documents to department staff.
10. Responsible for maintenance of the Human Resource telephone Job Line.
11. 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 that may be required.

#### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate effectively (verbal 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, 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 12, 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.*