



## **JOB DESCRIPTION**

### **Secondary Alternative School Receptionist/Clerical Aide**

#### **JOB DESCRIPTION:**

The Secondary Alternative School Receptionist/Clerical Aide, under the direct supervision of the Principal, assumes responsibilities for orderly welcoming of visitors to the campus and performs assigned clerical, secretarial, and organizational tasks as required for the efficient operation of the office.

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

- High School Diploma OR GED
- Some adolescent counseling experience preferred

#### **ADDITIONAL REQUIREMENTS:**

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

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

- Ability to operate 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. Maintains student folders, including collecting and verification of documents. Ensures intake packages are complete.
2. Operates telephone system to relay incoming, outgoing, and inter-office calls.
3. Answers general information questions, pages authorized personnel, and refers calls to appropriate person.
4. Greets all visitors courteously, determines, their needs, checks appointments, and directs or escorts them to the proper person.
5. Assists with all clerical duties and typing as needed.
6. Accepts incoming parcels.
7. Submits a monthly telephone report to the district office.
8. Contacts parents of suspended students.
9. Contacts probations officers when necessary.
10. Maintains confidentiality of information.
11. The foregoing statements describe the general purpose and responsibilities assigned to this job and do not represent 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, 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

**Paraprofessional Pay Grade: 2**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: May 16, 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.*