



Job Title: Receptionist Administration **Wage/Hour Status:** Non-Exempt
Reports To: Associate Superintendent of Human Resources Services **Pay Grade:** Paraprofessional Pay Grade 4
Dept. /School: Human Resources **Date Revised:** 05/31/2018

Primary Purpose:

Under direct supervision provide reception and clerical assistance for the efficient operation of Human Resources and the central administration office.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Customer service focus
Excellent communication skills
Strong interpersonal skills
Responsible for projecting positive image
Dependable and reliable
Proficient keyboarding skills
Effective organization
Ability to follow written instructions
Ability to operate multi-line phone system
Bilingual preferred

Experience:

One year clerical experience in office setting

Major Responsibilities and Duties:

Reception and Phones:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct visitors to central administration office.
3. Assist public, staff, and students as needed.

Other:

4. Maintain computerized files using personal computer including reports, employee roster, and database.
5. Provide clerical assistance as needed.
6. Maintain confidentiality.
7. Assist with receptions or presentations in Building 200 or The Great Room as needed.
8. Upload all fingerprint info for substitutes.
9. Maintain all scanned files for the HR department.
8. Maintain and file I-9's for HR.
9. Enter all name and address changes into the skyward system.
10. Assist with service award designations and compilations.
11. Serve as backup to the Senior Human Resource Systems Analyst for fingerprint uploading for background checks.
12. Data entry for HR as designated.
13. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Multi-line phone system and personal computer

Working Conditions:

Limited restrooms breaks, stationary position

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Continuous sitting. Frequent bending, lifting of boxes and mailing envelopes.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.