



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

DISTRICT RECEPTIONIST

DEFINITION:

Under the direction of an assigned administrator or supervisor, operate a multiple-line telephone switchboard; serve as a receptionist, answering inquiries and providing routine information; perform routine clerical duties, including typing and data entry, perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Operate a multiple-line telephone switchboard receiving incoming calls and transferring calls to proper personnel.
- Answers routine inquiries for the general public and provide callers with routine information and data.
- Take and transmit messages.
- Sort, collate and distribute postal mail.
- Type lists, bulletins, reports and routine correspondence.
- Perform a variety of routine clerical functions, including the operation of modern equipment and machines.
- Arrange the night station on the telephone system.
- Receive UPS, FedEx and other courier deliveries, logging in all pertinent information.
- Assist incoming visitors with job postings for both certificated, classified and hourly positions.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Public contact procedures, strategies, and techniques.
- Modern office practices and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Standard office machines and equipment, including computers, telephone, fax and copy machines.

ABILITY TO:

- Effectively and efficiently operate a multiple-line telephone switchboard.
- Perform a variety of routine clerical work using a computer and other standard office equipment with speed and accuracy.
- Assist with the public and the general educational community in a tactful and courteous manner.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Communicate effectively in oral and written form.
- Remain flexible and work in a multitask environment with frequent interruptions and changes in task priorities.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School Diploma, a GED Certificate, or a higher degree.

EXPERIENCE:

One year of general clerical experience, including telephone switchboard and public contact duties. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental course work in basic computer applications, data entry, record management and general office practices is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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