

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT RECEPTIONIST (Range 14)

BASIC FUNCTION:

Under direction of an assigned supervisor, serve as a receptionist at an assigned office; greet and assist visitors to the office and perform a variety of routine clerical support duties. .

REPRESENTATIVE DUTIES:

Answer multi-line telecommunication system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages. *E*

Assists other personnel for the purpose of supporting them in the completion of their work activities. Distributes mail, supplies, messages, etc. for the purpose of disseminating materials to appropriate parties. *E*

Greet and assist visitors to the office; screen and direct visitors to appropriate District offices, school sites and personnel; assure visitors sign in on appropriate registry sheet. *E*

Receive, sort, distribute and process incoming, outgoing and internal mail and correspondence; contact staff regarding delivery of packages. *E*

Perform a variety of routine clerical support duties, including typing, filing and preparing, assembling and distributing materials. *E*

Maintain the Conference Room Calendar(s) for the site including the scheduling of a variety of meetings. *E*

Operate modern office equipment including a copier, computer, printer, typewriter and other office equipment as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices and procedures, including filing systems.

Receptionist and telephone techniques.

Operation of a computer terminal.

Correct English usage, spelling grammar, and punctuation.

ABILITY TO:

Learn, interpret, and apply school district rules, policies and laws.
Perform clerical work with speed and accuracy.
Operate modern office equipment.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with others.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by business and clerical course work and one year of responsible clerical (including receptionist) experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read various materials.
Hearing and speaking to exchange information in person or on the telephone.
Bending at the waist, kneeling or crouching to file materials.
Sitting for extended periods of time.