

Dumas ISD

Central Office Receptionist

Job Description

Job Title: Receptionist

Wage/Hour Status: Nonexempt

Reports to: Superintendent

Pay Grade: F

Dept. /School: Central Office

Date Revised: 8/28/13

Primary Purpose:

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

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills

Ability to follow written instructions

Ability to operate multi-line phone system

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.
4. Maintain visitor log.
5. Prepare mailing and labels using personal computer.
6. Maintain computerized files using personal computer including reports, employee roster, and mailing lists.
7. Sort, distribute, or deliver mail, messages, and other documents.
8. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
9. Provide clerical assistance as needed.
10. Maintain confidentiality.

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11. Maintain board policy documents.
12. Secure building each day before leaving.
13. Update district records such as handbooks, policy manuals, etc.
14. Completes weekly campus enrollment report.
15. Schedule use of conference rooms.

Supervisory Responsibilities:

None.

Equipment Used:

Multi-line phone system, personal computer, copy machine

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Continuous sitting.

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

Approved by _____ Date _____

Reviewed by _____ Date _____