

## ADMINISTRATIVE SECRETARY & RECEPTIONIST

<b>Job Title:</b>	Administrative Secretary & Receptionist
<b>Initial:</b>	September 2009
<b>Revised:</b>	July 1, 2020 (Administrative Revision)
<b>Work Year:</b>	Full Year
<b>Office:</b>	Assigned Office
<b>Department:</b>	Assigned Department
<b>Reports To:</b>	Assigned Administrator or Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Range 7

### Related Organization Chart



**POSITION SUMMARY:** The Administrative Secretary & Receptionist provides administrative/clerical assistance to the assigned departments as needed and as the building receptionist provides excellent service to various district patrons.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Provides customer service to all visiting guests, parents and students. Answers questions politely and appropriately while directing them to the correct office or meeting room.
- Provides support to patrons with directory services (e.g., providing directions within the building, redirecting visitors to appropriate district services, directing phone calls to appropriate departments, and referring to district resources such as the district website).
- Provides general administrative support to assigned departments as directed including supply ordering, p-card requisition and reconciliation, and scheduling rooms for meetings and events.
- Keeps the reception area clean and organized.
- Inventories, orders, and stocks common area supplies (e.g., paper, breakrooms, etc.)
- Receives and sorts all inter-district mail and packages, as well as outside deliveries such as UPS, FedEx, and USPS. Delivers incoming faxes.
- Maintains the photocopiers and fax machines. Provides support for all aspects of the work room areas.
- Distributes emails to appropriate locations and groups as directed.
- Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Supervision & Technical Responsibilities:**

- This position has no supervisory responsibilities.

**Budget Responsibility:**

- Manages assigned department budgets.

**QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

**Education & Training:**

- High School Diploma or equivalent with some courses related to accounting or business.

**Experience:**

- Two or more years of secretarial experience including some accounting.
- Experience working in a public education setting is preferred.

**Knowledge Skills & Abilities:**

- Oral and written communication skills.
- English language skills.
- Spanish or other language skills preferred.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to defuse and manage volatile and stressful situations.
- Ability to work with adolescents.
- Operating knowledge of and experience with various software packages including Microsoft Office and Google Suite.
- Operating knowledge of and experience with general office equipment, including copier, fax machine, postage machine equipment etc.

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands, talk and hear. The employee frequently is required to stand and walk. The

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employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**Work Environment:** Work is performed in a typical office environment. The noise level in the work environment is usually moderate.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.