



Sulphur Springs Union School District

Serving Grades - K – 6

27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

*Canyon Springs Community School
Leona Cox Community School
Pinetree Community School*

*Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School*

*Golden Oak Community School
Mitchell Community School
Valley View Community School*

Receptionist

DEFINITION

Under supervision of the Superintendent, performs general receptionist and clerical duties as necessary to assist the Superintendent's office.

EXAMPLES OF DUTIES

- Greets visitors and directs them to the proper office
- Answers the telephone, routes calls or relays messages
- Uses email to communicate with personnel
- Directs all questions of a general nature pertaining to the district to the Executive Secretary to the Superintendent or other qualified personnel
- Distributes mail (U.S., county mail and Intradistrict) Performs a variety of difficult clerical work, including checking and recording information
- Types letters, reports, requisitions, purchase orders, and forms from rough draft, marginal notes, verbal instructions, conference reimbursement packets or transcribing machines
- Assists with district procedures in processing informational, flyers and packets to parents and school sites
- Gives authoritative information on records maintained
- Accepts applications from prospective employees
- Reviews documents for accuracy, completion and conformance to established procedures
- Operates a variety of office machines and equipment and does minor repairs
- Assists the District Executive Secretary as needed
- Provides daily newspaper clipping service
- Maintains postal machine, knowledgeable about mailing options, orders postal supplies, requisitions annual agreements, handles postal increases, reports postage used by schools, researches postal machines when lease expires
- Orders supplies for district office as needed
- Manages telephone usage, updates telephone lists and instructions

QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling grammar, punctuation and composition
- Modern office organization, procedures and practices
- Numerical, alphabetical and subject matter filing systems
- Use, operation and care of standard office equipment
- Telephone procedures and techniques
- Bilingual Preferred

Ability to:

- Understand and carry out oral and written instructions
- Meet the public tactfully and courteously at all times
- Answer questions in person or by telephone
- Communicate effectively in a pleasant, pleasing manner
- Become proficient in the use of computers
- Maintain cooperative working relationships with those contacted in the course of work

- Operate a variety of modern office machines and equipment
- Type proficiently at a speed sufficient for successful performance

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience, which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is one year of general clerical experience, preferably in an automated office environment. Course work or formal training in office automation practices, text processing, and databases is desirable.

Equivalent to the completion of the twelfth grade; one year of general clerical/secretarial experience, preferably including public contact responsibilities; or any combination of training and experience that could likely provide the desired knowledge and abilities.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read small print
View a computer for prolonged periods

To Perform Tasks Such As To:

Read and prepare correspondence and reports
Maintain records and compose correspondence

Hearing: (which may be corrected)

Understand speech over a telephone

To Perform Tasks Such As To:

Answer telephones, take messages

Speech:

Speak with a level of proficiency and volume to be understood over a telephone and in face-to-face public contacts

To Perform Tasks Such As To:

Answer telephones, take messages and communicate with staff, sites, public, and vendors

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow
Extend arms to reach outward and upward
Use hands and arms to lift objects
Turn, raise, and lower head

To Perform Tasks Such As To:

Perform keyboard data entry; record information on manual records

Reach for reference materials

Look from computer screen to desk top

Lower Body Mobility:

Sit for prolonged periods of 2 hours

To Perform Tasks Such As To:

Compose correspondence

Environmental Requirements:

Constant work interruptions

To Perform Tasks Such As To:

Respond to telephone calls and answer questions from vendors, staff, and public
Perform all duties with limited supervision

Work independently

Perform all duties in office setting

Work inside

Mental Requirements:

Judgment

Learn quickly and follow written/verbal procedures
And standards

Rank information in order of importance

Listen

Write/compose

To Perform Tasks Such As To:

Maintain confidentiality of privileged information

Perform all duties without constant monitoring

Accomplish duties in a timely and organize
manner

Understand concerns of staff, public, and
vendors

Understand and summarize messages