

Santa Maria-Bonita School District DISTRICT RECEPTIONIST- BILINGUAL

BASIC FUNCTION

Under the direction of the Coordinator of Human Resources, serve as the District receptionist, answering and directing phone calls to appropriate personnel; greet and assist visitors; coordinate and schedule the use of District meeting rooms by district staff, the public, and various groups and community organizations; perform a variety of clerical duties in support of District operations.

REPRESENTATIVE DUTIES

Serve as the District receptionist **E**; answering and directing telephone calls to appropriate offices, departments, and personnel **E**; take, retrieve, and transmit messages **E**; greet public, parents, students, vendors, etc. for the purpose of responding to inquiries and/or directing them to appropriate personnel **E**; maintain reception area materials (e.g. newsletters, telephone numbers and forms for current programs, etc.) for the purpose of providing resources to visitors **E**; distribute US Mail, incoming materials and packages, supplies, messages, etc. for the purpose of disseminating materials to appropriate parties **E**; prepare all bulk mailings **E**; maintain sufficient money in postage meter for all outgoing mail **E**; date stamp personnel department mail **E**; maintain records and accounts for companies providing express mail and courier services **E**; prepare daily postage accounting records for all schools and special projects **E**; prepare monthly reports for Business Office on long distance calls and total postage **E**; receive and sign for payroll from the Santa Barbara County Board of Education for Santa Maria-Bonita as well as surrounding districts; contact districts and release to appropriate personnel **E**; maintain recordings in Spanish and English for information during holiday sessions **E**; operate office equipment such as computer and applicable software programs, typewriter, postage machine, copier and calculator **E**; coordinate with departments regarding specific needs and requests for conference rooms **E**; coordinate and review conference room schedule with custodians **E**; perform record keeping and clerical functions for the purpose of supporting assigned Administrators or departments **E**; perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

District organization, operations, policies and objectives;
Telephone techniques and etiquette;
Operation of standard office equipment including a computer;
Interpersonal skills using tact, patience, courtesy, and diplomacy;
Modern office practices, procedures and equipment;
Oral and Written communication skills;
Understand complex, multi-step written and oral directions;
Basic recordkeeping techniques;
Correct English usage, spelling, grammar, punctuation and vocabulary.

Ability to:

Maintain routine records and logs;
Operate a variety of office equipment including district phone system, a computer and assigned software;
Understand and follow oral and written directions;
Perform general clerical support duties including typing, duplicating, and distributing materials;
Type 40 words per minute;
Meet the public and the general educational community in a tactful and courteous manner;
Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy;
Provide translation and assistance in Spanish to limited and Non-English speaking parents and community members.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School and one year of general clerical experience, involving frequent public contact.

WORKING CONDITIONS

Environment:

Office environment;
Constant Interruptions.

Physical Abilities:

Sitting for extended periods of time;
Dexterity of hands and fingers to operate standard office machines and equipment;
Hearing and speaking to exchange information;
Seeing to read various materials;
Moderate lifting;
Kneeling or crouching, reaching overhead, above shoulders and horizontally and bending at the waist to store and retrieve files.

Hazards:

Contact with dissatisfied or abusive individuals.

Range: 23

Work Year: 246