

JOB DESCRIPTION
Puyallup School District
PAEOP Level B

Receptionist

Purpose Statement:

The purpose of Receptionist positions is to operate as the switchboard operator and greet visitors to District buildings. These positions routes incoming calls, provides information to callers, assist the public and District staff with problems and questions, greet office visitors and provides a variety of secretarial assistance.

Essential Functions include:

- **Greets** and assists visitors courteously, determines their needs and directs them to the proper person.
- **Maintains** front desk functions and file maintenance as well as attractive and comfortable reception area.
- **Operates** a multi-positioned telephone switchboard; answers and responds appropriately to requests, concerns and/or complaints; routes caller to appropriate staff.

Other Job Functions may include:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Assists** with bulk mailing; folds, labels, sorts and stamps mail as needed.
- **Assists** with a variety of office functions including record maintenance and other secretarial support. Distributes a variety of materials including publications and forms.
- **Inputs** data into database or spreadsheet for the purpose of tracking information and generating accurate reports to analyze the current information.
- **Maintains** District kiosks for purpose of providing adequate communication materials to community members.
- **Maintains** file room and related functions.
- **Receives** and distributes mail. Operates and maintains postal machine, orders supplies, monitors postage balance.
- **Performs** other related duties as assigned

Minimum Qualifications:

Education

High school graduation or equivalent

Knowledge and Skills

Required Knowledge, Skills, Abilities:

- Verbal articulation of processes and detailed information required
- Basic writing skills required, using proper English and good grammar (e.g. for personal use and use by others)
- Working knowledge of position expected at time of hire – expected to learn some on duties the job
- Position is occasionally responsible to stay current on tools and resources used within major scope of position

- Basic multi-step calculations required (e.g. fractions, percentages, money, time conversion, basic balancing/reconciliations)
- Primary knowledge of software applications required (e.g. mail merge, data base input, website management, AMAG, Travis Soft)

Responsibility

- Collaborates within an internal work group and/or specific location
- Interactions may include occasional conflict resolution with discussions of differing points of view
- Limited independent decision making required, position typically works within clearly established procedures and direction
- Some job duties require intermediate discretion of sensitive information within work group and district (e.g. budgets, student medical, student discipline, assessment data, grades)
- Limited Leading or monitoring of others required (e.g. occasionally monitors students or leads work of hourly staff)

Working Conditions

- Position has infrequent interruptions with limited impact to priorities of primary work responsibilities
- Position requires regular physical exertion associated with an office environment, including prolonged periods of sitting, limited reaching and lifting

Licenses/Testing/Special Requirements:

Criminal Justice fingerprint clearance. Must pass district clerical testing, and additional testing upon interview