



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Receptionist – District Office**

Position Type: Classified	Department: Human Resources
Salary Schedule: Classified	Reports to: HR Secretary-Certified
Salary Range: 20	
Term of Employment: 12 months	Date: March 8, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Contributes to effective school/public relations by prompt and courteous handling of all inquiries and visitors; to respond to and direct incoming telephone calls to the District Office; to greet and direct visitors to appropriate office or staff members. Assists in the Human Resource Department by performing a variety of office records and communication work relating to all Human Resource functions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Greets visitors, assigns visitor badges, directs them to appropriate offices or employees, gives them information, provides them with customary courtesy of the office.
- Operates the District Office central telephone exchange system, placing, receiving and transferring telephone calls appropriately, and provides information regarding the school district to callers.
- Maintains an attractive and comfortable reception area.
- Reports immediately the presence in the building of any visitor who by-passes the reception desk and/or any suspicious activity or unusual behavior on the part of visitors.
- Receives paperwork, Fed Ex and all deliveries for all DO Departments.
- Creates and updates power point on lobby monitor for daily meetings scheduled

at the DO.

- Assists with packets for new employee orientations.
- Assumes responsibility for closing down the front administrative office as directed.
- Assists with the computerized applicant system.
- Assists with HR responsibilities as needed.
- Maintains the emergency “safe schools” line by documenting and forwarding sensitive information as directed.
- Confirms background checks and fingerprint charges.
- Verifies with school/department the account code to be used for volunteers.
- Tracks and submits fingerprint cards to Department of Public Safety as directed.
- Completes address changes for all employees.
- Opens, separates, and distributes mail for the work unit.
- Assists with applicants and employees, specifically with fingerprints and employee badges.
- Maintains an inventory of supplies for the use of the work unit.
- Scans applicant and employee information as necessary.
- Accurately files appropriate documents in the WinOcular system.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District’s attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.