



# Longview Independent School District

## JOB DESCRIPTION

## RECEPTIONIST/ADMINISTRATIVE

<b>JOB TITLE:</b>	Receptionist/Administrative	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Coordinator of Community Relations	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Community Relations	<b>PAY GRADE:</b>	Clerical/Par 3

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### PRIMARY PURPOSE:

Organize and manage the routine receptionist activities of the office and provide clerical services to designated staff members

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED

#### Experience:

Three years secretarial or receptionist experience, preferably in a public education environment

#### Special Knowledge and Skills:

- Proficient skills in word processing
- Excellent communication and interpersonal skills
- Effective human relations skills
- Ability to operate multi-line phone system

### MAJOR RESPONSIBILITIES AND DUTIES:

1. Receive incoming calls and route to appropriate staff
2. Greet all visitors and respond to routine inquiries from district staff and public
3. Operate fax machine, copy machine, postage machine, and phone system
4. Maintain all equipment
5. Maintain phone records and messages



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Accounting**

6. Maintain inventory on all equipment and furniture in receptionist area
7. Assist with the preparation of purchase orders and other business related functions

#### **Other**

8. Maintain a schedule of appointments and make travel arrangements for department staff
9. Receive, sort, and distribute mail and other documents to department staff
10. Comply with district policies, as well as state and federal laws and regulations
11. Adhere to the district's safety policies and procedures
12. Maintain confidentiality in the conduct of district business
13. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
14. Demonstrate regular and prompt attendance
15. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine; audio-visual equipment; postage machine and multi-line phone system

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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### WORKING CONDITIONS:

#### Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours possible; biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### EVALUATION:

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: April, 2013**