



David Douglas School District #40

Classified - Job Description

CLERK II - HIGH SCHOOL RECEPTIONIST

Schedule: 10 months per year
Class: 10

POSITION PURPOSE

The role of the High School Receptionist is to interact, answer questions, direct, and support staff, students, and visitors (parents/guardians/visitors) to our school.

NATURE AND SCOPE OF RESPONSIBILITIES

- Triage situations (involving staff, students, parents, visitors etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Respond to phone calls, which may result in transferring the call, answering basic questions, or taking messages.
- Maintain schedules for building/room/facilities usage.
- Respond to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older
- Knowledge of English usage, spelling and basic mathematics
- Skill in basic computer operation; use of telephone, calculator, fax, copier and other office equipment
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with staff, applicants and members of the community
- Flexibility and patience in handling a variety of assignments with frequent interruptions
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to staff and applicants

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.