

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

DISTRICT RECEPTIONIST

DEFINITION

To operate a telephone switchboard in the District Office; gives routine information to the public; performs general clerical work according to specific routines.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs a variety of routine clerical and typing work related to the function to which assigned; answers telephone calls making the necessary connections; acts as receptionist and gives information to the public maintaining a pleasant personality and helpful attitude; locates persons in the building; operates standard office machines.

QUALIFICATIONS

35 WPM tested typing speed.

Knowledge and Abilities:

Knowledge of modern office methods, practices, procedures and equipment. Knowledge of basic record keeping practices. Knowledge of English usage, spelling, grammar, and punctuation. Ability to maintain routine clerical records and compile information. Ability to perform routine clerical work with speed and accuracy. Ability to understand and carry out oral and written directions. Ability to interpret and apply the pertinent laws, regulations, and policies. Ability to maintain a pleasant personality and helpful attitude when working with the public; ability to learn and operate an attendant console phone system. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
District Receptionist (Continued)

Experience and Training Guidelines (Continued)

Experience:

Some clerical experience is highly desirable.

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: _____ Date