

**Jordan School District  
Classified Job Description**

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Job Title: <b>District Receptionist (T75)</b>	Job Family: 10
Department: Auxiliary Services Building	Lane Placement: 2
Supervisors Title: Administrator of Auxiliary Services	Contract: 245 days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8
Department Approval: _____	Date: _____
ADA Review: <u>June Co Master</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>Paul Boy</u>	Date: <u>6-12-13</u>
Superintendent Approval: <u>Johnson</u>	Date: <u>6/24/13</u>
Original date: <u>1/93</u> Revised: <u>2/05</u> Revised: <u>2/08</u> Revised: <u>07/13</u>	

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**GENERAL FUNCTION**

Under the supervision of the Administrator of Auxiliary Services, the **District Receptionist** answers the facility main telephone and routes calls. Incumbent greets, directs, and answers questions of visitors. Incumbent communicates needs to building custodian. Incumbent assists department secretaries with clerical tasks as assigned. Schedules conference rooms and prepare and distribute room schedules

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Answer Auxiliary Services main telephone and routes calls.
- Relay messages via email.
- Direct visitors to scheduled meetings, in-service classes and/or appropriate office or personnel.
- Ensure visitors and employees follow security requirements established by the District.
- Schedule conference rooms and prepare and distribute schedule of meetings and events.
- Take messages for secretaries and/or department personnel who are not available.
- Answer questions within guidelines.
- Perform general clerical duties as time allows and needs arise (e.g. reports, proofreading, filing).
- Communicate needs to building custodian via two-way radio.
- Receive and sign for packages and mail delivered to the building. Distribute mail and packages as needed.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek. (i.e. eight (8) hours per week, or thirty two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires six months prior telephone or receptionist work experience with demonstrated competence.
- Must demonstrate competence in reading, writing and math.
- Requires ability to operate a multiple-line telephone system and computer terminal.
- Requires ability to communicate orally and in writing with precision in grammar, punctuation, and spelling.
- Requires excellent interpersonal skills. Extensive interaction with parents, the public, administrators, teachers, and vendors in answering calls and greeting visitors.
- Requires ability to recall data and information with accuracy (e.g. area codes, location of District departments and associated tasks of the personnel in each department).

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- General office equipment (e.g. multiple-line telephone system, computer and copy machine).

**Physical Requirements --- Not limited to the following:**

- While performing the duties of this job, the assistant is frequently required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and distance vision.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.