

**Central Valley School District  
Job Description**

**TITLE**           **Central Office - Receptionist**

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**GENERAL SUMMARY**

The Central Office Receptionist operates the central telephone switchboard program and assists with a variety of responsibilities in the Human Resources department. This position also tracks First Aid/CPR certification, arranges training and supports the superintendent's office and the PIO as requested.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Central Office Receptionist may perform all or a combination of the following:

1. Serves as receptionist; operates multi-line telephone system to receive incoming calls and messages; greets students, parents, staff and the public; answers and refers telephone and in-person inquiries; directs patrons to destinations; takes messages.
2. Promotes positive public relations for the district.
3. Exhibits confidentiality, initiative, creativity and enthusiasm in performing job functions.
4. Is familiar with and answers questions regarding general information relevant to the Central Valley School District.
5. Assist in scheduling individual new substitute employee intake appointments and tracking necessary documents.
6. Provides employment information to applicants on openings and disseminates application materials; receives applications and reviews for completeness.
7. Monitor the Online Application System and the HR Jobs email and provide tech support by telephone and/or email.
8. Provide back-up for the Volunteer Process.
9. Distributes paychecks at the receptionist desk on the last working day of each month.
10. Maintains the district calendar and the reader board located in the foyer; provides a variety of information about meetings, schedules and procedures to students, staff and the public.
11. Provides clerical support/assistance for the Human Resources Department; word processes accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, reports and newsletters; assists with tasks as needed such as collating, stapling and mailings; opens, routes and distributes mail.
12. Enforces security through assuring all visitors sign in and out.
13. Schedules and tracks First Aid/CPR training.
14. Performs other duties as assigned.

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**REPORTING RELATIONSHIPS**

This position reports to the Executive Director of Human Resources

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**MENTAL DEMANDS**

May occasionally deal with distraught or difficult people. Experiences continual interruptions. Required to attend to details and work with accuracy. Required to adapt to shifting priorities.

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**PHYSICAL DEMANDS**

Required to sit for prolonged periods of time and is confined to work station. Exposed to visual display terminal; dexterity and precision required in operation of computer.

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**QUALIFICATIONS**

1. Skilled in use of multi-line telephone system, etiquette and procedures.
2. Demonstrated skill in word processing at 55 wpm and desktop publishing.
3. Demonstrated knowledge of office machines, i.e. copier, calculator, PC and standard district software programs including Microsoft Word and Excel.
4. Ability to effectively relate to and work with a variety of people/needs and respond appropriately when under pressure.
5. Demonstrated excellent oral and written communication skills.
6. Demonstrated excellent public relations/customer service skills.
7. Proven organizational skills.
8. Ability to work well independently.
9. Experience in handling confidential information.
9. Knowledge of the Central Valley School District preferred.

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**UNIT AFFILIATION**

PSE - Secretarial/Clerical

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Revised 11/87  
Revised 08/96  
Posting 03/01  
Revised 04/03  
Revised 05/05  
Revised 03/08  
Revised 05/18