

VACANCY ANNOUNCEMENT

March 5, 2019

Job Title: Receptionist / Administrative Assistant **Salary:** Dependent on Experience
Reports to: Superintendent and Business Manager **Length of Work Year:** 232 days
Dept./School: Business Office

Primary Purpose:

Under moderate supervision, respond to inquiries from staff, students, parents, and the public; provide requested information and/or referral to the appropriate parties; direct visitors; and provide general clerical support for the efficient operation of the central administration office and athletic department.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to operate multi-line phone system

Effective public relations, organization, communication, and interpersonal skills

Ability to speak, read, and understand English

Ability to read and comprehend instructions

Ability to effectively present information in one-on-one situations

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Proficient in Microsoft Word, Excel, and other web based data management systems

Experience:

Two years of clerical experience in an office setting

Major Responsibilities and Duties:

Reception and Phones

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet visitors (e.g. public, parents, students, substitutes, vendors, etc.) respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.
3. Maintain visitor log and issue visitor passes.
4. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
5. Receive deliveries and disseminate materials and information to the appropriate parties.

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Other

6. Provide clerical assistance as needed.
7. Compile, maintain, and file all reports, records, and other documents as required.
8. Maintain confidentiality.
9. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; multi-line phone system

Posture: Continuous sitting

Motion: Repetitive hand motions including reaching. Frequent keyboarding and use of mouse.

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Reception desk in the administrative/central office

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Application Procedure:

Online applications can be found at www.hisdbrahmas.org under News and Announcements.

Application Deadline: Until Filled

Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.

The district Title IX Coordinator is Dena Strauss, HS Counselor, 200 N Ridge St., Hallettsville, TX 77964, 361-798-2242.

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