



Job Title: Secretary Receptionist Human Resources Exemption Status: Nonexempt

Reports to: Director of Auxiliary Human Resources

Date Revised: November 2017

Dept./School: Human Resources Department

Pay Grade: P16

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 Human Resources Department.

Qualifications:

Education/Certification:

- High school Diploma or equivalent
- Certified Educational Office Professional (CEOP) certification preferred
- Bilingual preferred

Experience:

- Minimum of two (2) years of clerical experience

Special Knowledge/Skills/Abilities:

- Ability to operate a multi-line phone system
- Effective public relations, organization, communication, and interpersonal skills
- Experience in providing outstanding customer service
- Ability to speak, read, and understand English
- Ability to effectively present information in one situation
- Ability to read and comprehend instructions
- Detail oriented
- Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Major Responsibilities and Duties:

Reception and Phones

1. Receive and direct incoming calls, take reliable messages, and route them to the appropriate staff.
2. Greet all visitors, respond to their inquiries, and direct them to appropriate personnel in accordance with district policies and procedures regarding building security.
3. Assist with the employment application process for visitors and phone inquiries, and address e-mails from the JOBS E-Mail account.
4. Receive mail deliveries and disseminate materials and information to the appropriate parties.
5. Monitor receipt of monthly reports from schools on absences and leaves of professional employees, and process them according to established guidelines.
6. Filing of various HR documents according to policies and procedures.

Other

7. Assist the department administrators if needed
8. Maintain confidentiality.
9. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

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

Environment: Work irregular hours; occasional prolonged hours

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

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

Reviewed by _____

Date _____

Received by _____

Date _____