

**TITLE:** Receptionist

**DEPARTMENT:** Human Resources

**REPORTS TO:** Human Resources Supervisor

**POSITION SUMMARY:** The job of Receptionist – Administration Building is done for the purpose/s of responding to inquiries from parents, staff, the public, etc. to provide requested information and/or referral to other parties, maintaining district-wide staff contact listings and providing clerical and administrative support to the Human Resources.

**ESSENTIAL FUNCTIONS:**

- Answers multiline telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with employment process (e.g. recruitment, callbacks for interviews, notification, etc.) for the purpose of meeting district staffing requirements while complying with all district, state and federal regulations.
- Compiles materials and supplies (e.g. employment application packets, current job openings announcements, interview questions etc.) for the purpose of providing materials in support of the employment process.
- Greets public, parents, students, vendors, etc. for the purpose of responding to their inquiries and/or escorting/directing them to appropriate personnel.
- Maintains general appearance of Administration Building Lobby (e.g. organizing reference manuals, replacing outdated job open listings, etc.) for the purpose of providing a professional and attractive reception area.
- Maintains a variety of files and records (manual and computer) (e.g. applications, test scores, employee emergency and onsite contact information, etc.) for the purpose of ensuring accuracy of employee records and complying with all mandated requirements.
- Monitors a variety of processes (e.g. clerical testing, interviewing, notification, logging facility usage, etc.) for the purpose of ensuring efficient processing of applicants and employees.
- Supports assigned Administrators and departmental staff for the purpose of providing assistance with clerical and administrative functions.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating computerized telephone equipment; preparing and maintaining accurate records; operating standard office equipment, and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: keyboarding, professional telephone etiquette, and office methods and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or other events; often gather, collate, and /or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required work with a significant diversity of individuals and/or group; work with data of widely varied types and/or purposes; and utilize specified, job-related equipment. Problem solving is required to identify issues and create actions plans. Specific ability based competencies required to satisfactorily perform and

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

functions of the job include: maintaining confidentiality, adapting to changing priorities, and working with frequent interruptions.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date