



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: District Office Receptionist	Department: Human Resources
Immediate Supervisor's Position Title: Director of Human Resources	FLSA Status: Non-Exempt
	Classification Level: Administrative Assistant I/Grade 5
Job Summary:	
<p>Under the direction of the Director of Human Resources, the District Office Receptionist is responsible for performing duties typically associated with receptionist and customer service functions to include: answering and directing callers to appropriate parties; providing routine information and customer assistance to the public; greets, provides information and directs visitors; provides clerical support in entering and updating various information into department files and/or records.</p> <p>Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides office receptionist duties and functions for the district to include:
 - a) Answers district office phone lines and directs calls to appropriate departments/persons after determining the nature of the calls.
 - b) Delivers messages by placing them in the voicemail system.
 - c) Screens visitors/students/public coming into the office providing assistance with routine questions, information and/or directing them to the appropriate parties.
- Provides clerical support in maintaining, entering, updating and/or filing various files, documents and/or records for the Human Resources department and other District Office departments.
 - a) Files forms, correspondence, letters, and/or documents in accordance with established department routines.
 - b) Posts and enters jobs into AppliTrak database when requested by Human Resources. Emails job postings to buildings to place on bulletin boards.
 - c) Builds online safety program into SafeSchool database for the coming year and assigns mandated courses to all positions. Runs past due reports and sends out course reminders.
 - d) Assists in preparing and assembling Human Resource binders and materials for correspondence.
 - e) Enters and updates non-staff coaches into the Community Education Volunteer shared Background Check spreadsheet.



- Copies and distributes a variety of information, as required, such as:
 - a) Copies and distributes mandated State/Federal workplace posters and Board policies.
 - b) Copies and distributes quarterly Employee Assistance Newsletters.
 - c) Sorts and distributes incoming and outgoing mail.
 - d) Copies, scans and/or faxes materials as requested. Serves as the key operator for District office machines.
- Performs a variety of clerical support functions, as assigned.
 - a) Orders office supplies for the District Office and Nutritional Services.
 - b) Collects lunch money from district office employees, student and/or parents and enters into Infinite Campus database, as requested.
 - c) Takes employee photos and makes employee badges.
 - d) Registers employees for offsite conferences, workshops or training sessions, as requested.
 - e) Makes announcements for quarterly lockdown and fire drills on the intercom system.
- Performs other duties of a comparable level or type, as required.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
Minimum Educational and Experience:	
Requires a minimum of a High School Diploma. No prior experience is required.	
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: None
ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE WORK	<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> ● Knowledge of general office procedures and practices. ● Knowledge and skilled in office etiquette and customer service procedures and routines. ● Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. ● Fundamentals of computer operation and use. ● Familiarity with general office productivity software (i.e., word processing, spreadsheet, presentational software, email programs, etc.). <p>Skilled in:</p> <ul style="list-style-type: none"> ● Applying and using word processing applications, spreadsheet applications and database applications. ● Implementing, entering and maintaining departmental records, files, or lists. ● Customer service, communication and human relation skills in assisting, dealing with and applying proper phone etiquette, customer service and informational assistance to the



public.

- Performing work assignments requiring attention to detail, precision and accuracy.
- Learning specialized district software applications used in the maintenance and updating of department records and files.



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs		X		
Sit				X	Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

Unusual or hazardous working conditions related to performance of duties:

Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.

