

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.k12.ca.us



Job Description

POSITION TITLE: District Office Receptionist/Clerk

SALARY PLACEMENT: Confidential Employee Salary Schedule

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of clerical and receptionist duties and to do related work as required.

SUPERVISOR:

Superintendent

DUTIES:

May include but are not limited to:

- Serves as primary receptionist for the district office - answers, screens, and routes incoming calls taking messages when necessary and routing to appropriate office personnel
- Serves as an information source for the public, district staff, and students
- Receives and greets visitors referring them to appropriate office personnel
- Receives employment applications and assists Human Resources in directing applicants to job announcements, application information.
- Receives, sorts, distributes, and signs for incoming and outgoing mail and packages
- Operates district postal meter, keeping track of charges and requesting meter money when necessary
- Types a variety of letters, reports, schedules, and memorandums as required
- Assists other district office personnel as needed
- Distributes school registration packets during summer months
- Receives, types, processes, and distributes inter-district agreements, maintaining computerized records and generating summary reports and communicating with parents.
- Reviews daily newspapers and copies articles dealing with the school district
- Copies and collates materials when requested
- Perform other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, and telephone technique
- Proper English usage, grammar, spelling, vocabulary, and punctuation
- Relevant State and Federal laws, regulations and procedures

Ability to:

- Operate standard office equipment including a computer, printer, typewriter, copier, and calculator
- Effectively utilize computer and computer technology for information management and data gathering
- Type accurately at a minimum rate of 40 words a minute from clear legible copy
- Maintain the confidentiality and security of sensitive information and files
- Apply good judgment in recognizing the scope of authority as delegated
- Communicate effectively in both oral and written forms
- Plan, organize, and prioritize assigned workload and to meet established timelines
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION:

High school diploma

EXPERIENCE:

Two years of experience in office support

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and require light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment

Adopted: June 18, 1987
Revised: January 6, 1993
Revised: June 20, 2001
Revised: March 19, 2008
Revised: November 7, 2012