
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

RECEPTIONIST/RECRUITMENT SERVICES

DEFINITION OF POSITION

Under the supervision of the Director of Human Resources/Student Services, serves as Receptionist/Recruitment Services in the District Administrative Office and performs clerical duties and assists the District in recruitment of staff and students.

EXAMPLES OF DUTIES – Important duties may include, but are not limited to, the following:

1. Operates telephone switchboard and responds appropriately to requests for information;
2. Greets all visitors in a friendly and courteous manner, determines their needs, checks appointments and directs them to the proper person;
3. Performs a wide variety of clerical tasks; orders office supplies and maintains calendar for conference room;
4. Assists the District in recruitment of staff by preparing and distributing vacancy notices;
5. Develops and distributes staff rosters, substitute lists, directories, etc.;
6. Processes inter-district transfer requests and maintains appropriate records;
7. Assists in recruitment of students to the District through contact with the public;
8. Assists other departments with information and support when time allows;
9. Performs other duties as assigned which are reasonably related to the above.

QUALIFICATIONS

1. Knowledge of a wide variety of office practices and procedures;
2. Ability to greet the public in a tactful, diplomatic and friendly manner;
3. Knowledge of and efficient use of computer hardware and accompanying software, including word processing and spreadsheet programs;
4. Ability to follow written and oral directions;
5. Ability to keep accurate records;
6. Ability to learn rules and regulations;
7. Ability to establish and maintain cooperative working relationships
8. Type/keyboard @ 50 minutes preferred;

EXPERIENCE

1. Two years of experience in an advanced clerical position requiring contact with the public;
2. Experience in operation of computer hardware;
3. Proficient in word processing and spreadsheet programs

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position Classification must perform in carrying out essential job functions.

- Person performing service in this position will exert 10 to 20 pounds of force Frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involved sitting, walking and standing for extended periods.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION

Graduation from high school, preferably including courses in typing, office methods and procedures and record keeping. Successful completion of a course in data processing or word processing equipment operation (if no experience).

REQUIRED LICENSES/CERTIFICATES

Must possess a valid California driver's license.

RECEPTIONIST/RECRUITMENT SERVICES

Salary Range: G

REVISED: 08/17/2010

BOARD APPROVED: 08/17/2010