

JOB DESCRIPTION

Position: District Receptionist

Position Summary: Under the supervision of the Assistant Secretary-Treasurer, perform clerical/receptionist duties including operating communication devices, processing mail and coordinating school district rental facilities.

POSITION DUTIES

RESPONSIBILITIES

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| 1. Reception/
Communication | <ul style="list-style-type: none"> • receive all visitors to the office • receive, screen and direct calls • communicate with the public, staff, students and others and respond to inquiries and provide general information • respond to angry or upset public, staff, students and others • maintain current information on school district activities • explain work procedures for receptionist relief • operate communication devices and record messages • maintain confidentiality of information |
| 2. Mail | <ul style="list-style-type: none"> • process all incoming and outgoing mail including courier services |
| 3. General/Clerical | <ul style="list-style-type: none"> • maintain and reconcile petty cash funds • receive and receipt monies • maintain a variety of files and records • enter data and perform word processing duties |
| 4. District Rentals | <ul style="list-style-type: none"> • coordinate and process rental of indoor/outdoor school district facilities • maintain databases and prepare reports |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

Qualifications, Fitness and Ability

Completion of Grade 12 plus 6 months post-secondary secretarial training.

Typing 60 wpm.

Proven ability to operate a computer with word processing, database, spreadsheet and communication applications.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.

Excellent clerical skills.

Demonstrated organizational skills.