



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	CLERK RECEPTIONIST/INFORMATION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8746
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for supplying general information to the public regarding the District, screening all visitors and referring them to proper departments, scheduling meetings in conference areas, and general reporting of malfunctioning equipment (including elevators and telephones).

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the public by providing telephone numbers of all offices and supplying general information regarding the school District

Checks in visitors with valid purpose, refers them to proper department, and informs the building manager of any suspicious person or activity

Maintains control over the public address system and makes authorized announcements over the system

Schedules meetings of the auditorium and other conference areas as requested, informing plant operator when reserved parking spaces are required

Notifies building manager/plant operator of malfunctioning equipment including the elevators, telephones (problems), and vending machines

Acts as liaison when requested with appropriate fire and public safety agencies in the event of emergency conditions at the VanHoose Center and/or in the District

Maintains floor directories

Provides employment applications upon request and assists applicants as required

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Effective communications skills

#### DESIRABLE QUALIFICATIONS

Experience in a diverse work place