

## RECEPTIONIST/CLERK TYPIST

- JOB SUMMARY** Under general supervision, serve as receptionist, answering phones and greeting visitors, providing general information to the public regarding the District and its programs; perform general clerical tasks of moderate difficulty in support of an assigned District Office department.
- TYPICAL DUTIES** Answer, screen and route incoming telephone calls. Greet visitors and provide information to the public on routine procedural or directional questions, in a courteous and helpful manner. Take and transmit messages and information as requested. Perform a variety of general clerical work, including typing correspondence, memos, documents, reports, agendas, etc., from rough draft, straight copy or notes; filing alphabetically and numerically; maintaining records and files; duplicating and distributing information; typing requisitions for supplies, and receiving, storing and maintaining supply inventory; and typing repair work orders as requested. Operate a variety of office equipment such as typewriter, copier, computer terminal and/or microcomputer and related software. Open, sort and/or distribute mail, incoming fax messages, and communications. Keep directory up-to-date and distribute as necessary. May read newspaper and maintain file on articles concerning the district. Perform related duties as assigned.
- JOB REQUIREMENTS** Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, and one year of varied clerical, typing, or office work, preferably including telephone and receptionist duties.
- Knowledge of:** Modern office procedures, practices, and equipment. Correct English usage including spelling, punctuation, grammar, and vocabulary; operation of business machines including typewriter, computer terminal and/or microcomputer and related software. Receptionist and telephone techniques. Record keeping methods. Interpersonal skills including tact, courtesy and patience.
- Ability to:** Be courteous and helpful to visitors and callers. Perform clerical duties such as filing, duplicating, and typing with speed and accuracy. Type at a corrected speed of 30 words per minute. Understand and carry out oral and written instructions. File alphabetically, numerically, chronologically and categorically. Operate office equipment such as typewriters, computer terminals and/or microcomputers, copiers, etc. Learn, apply, and explain a variety of rules, regulations, and district policies. Deal tactfully and courteously with the public. Understand and follow oral and written instructions. Communicate effectively both orally and in writing. Establish and maintain effective and cooperative working relationships with others.

**PHYSICAL ABILITY**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.