



Classified Job Description

CSEA Revised: August 10, 2015
NJUHSD Board Revised: September 9, 2015

Position Title:	DISTRICT RECEPTIONIST/OFFICE ASSISTANT
Contract Term:	12 months
Salary Range:	23

GENERAL DEFINITION:

Acts as district office receptionist, performs a wide variety of clerical work; responsible for district accounts receivable and billing.

UNDER SUPERVISION OF:

Assistant Superintendent/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves as district office receptionist, answering incoming calls.
2. Collects developer fees.
3. Prepares and monitors all district accounts receivable/billing.
4. Process and maintain documents for imaging and image retrieval.
5. Prepares advertisements for employment openings and coordinates the application process.
6. Assists new district employees with necessary employment procedures, i.e. pre-employment physicals, criminal background checks, benefits, TB testing, employee verifications, substitute packets and payroll enrollment.
7. Keeps an accurate record at all times of keys checked out by authorized personnel; orders necessary keys and oversees the key cabinet.
8. Responsible for the ordering, verification and distribution of all district office supplies.
9. Maintain Inventory of fixed assets.
10. Distributes/prepares for mailing: employee payroll checks and accounts payable warrants.
11. Distribution of payroll voluntary deductions payments.
12. General clerical and accounting duties as directed.
13. Basic data input including, but not limited to encumbering of purchase orders, journal entries, and budget transfers.
14. Provide clerical support to Business Services personnel and Director of Facilities.
15. Oversees and coordinates facility use requirements including implementation of board policy and insurance requirements.
16. Responsible for child nutrition program applications and reporting.
17. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
18. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent and three years of relevant clerical experience, preferably in a school environment. Must have some experience in accounting and dealing with public.

CERTIFICATES AND LICENSES:

Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.