



Red Oak Independent School District

Campus Receptionist

Job Title: Campus Receptionist

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade: PT-4

Dept: Assigned Campus

Date Revised: 4/2021

Primary Purpose:

Under direct supervision provide reception and clerical assistance for the efficient operation of the campus office.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills

Ability to follow written instructions

Ability to operate multi-line phone system

Experience:

One year clerical experience in office setting

Major Responsibilities and Duties:

Reception and Phones

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct campus visitors. Maintain visitor log and issue visitor passes.
3. Assist parents in checking students in and out of school.
4. Receive, sort, and distribute mail, messages, documents, and other deliveries.
5. Assist with the receipt and distribution of student materials, including homework requests.

Other

6. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
7. Compile, maintain, and file all reports, records and other documents as required.
8. Provide clerical assistance as needed including assisting with the scheduling of appointments.



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9. Provide clerical assistance as needed.
10. Maintain confidentiality.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Multi-line phone system; standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____