

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

**Human Resources**

(409) 916-0107

**District Receptionist**

Job Description

November 2018

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**Reports to:** Human Resources Coordinator - Staffing

**Status:** Nonexempt

**Term:** 226 Days

## **Primary Purpose:**

Provide reception and clerical assistance for the efficient operation of the central administration office.

## **Qualifications:**

### Education/Certification

High school diploma or GED

### Special Knowledge/Skills

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills

Ability to think independently and respond to citizen inquiries

Ability to follow written instructions

Ability to operate multi-line phone system, directing calls to appropriate staff

### Experience

Two years' clerical experience in an office setting

Bilingual preferred

## **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 visitors to central administration office.
3. Assist public, staff, and students as needed.

### **Records, Reports, and Correspondence**

4. Prepare correspondence, forms, manuals, reports, and payment authorizations following district standards and requirements.
5. Compile, maintain, and file all reports, records, and other documents as required.

**Other**

- 6. Sort, distribute, or deliver faxes, mail, messages, and other documents.
- 7. Receive, sort, and distribute mail, messages, documents, and other deliveries.
- 8. Manage volunteer/student observation tracker.
- 9. Prepare and distribute Employee Directory annually.
- 10. Compile a list of meetings that are scheduled in the building and display it on the TV screen.
- 11. Manages reservations for meeting space in Eduphoria.
- 12. Provide clerical assistance as needed.
- 13. Maintain confidentiality.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Multi-line phone system, facsimile, copier, personal computer, and typewriter.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; work with frequent interruptions.

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 \_\_\_\_\_