

## **BUENA PARK SCHOOL DISTRICT**

### **RECEPTIONIST/ADMINISTRATIVE CLERK**

#### **DEFINITION**

Under general supervision of the Personnel Services Manager, to independently operate a private branch telephone switchboard; to act as a receptionist, answering inquiries and providing routine information; to sort, route and process intra-district and United States mail; and to do other related work as required.

#### **EXAMPLES OF DUTIES**

Operates a private branch telephone switchboard receiving incoming calls and making proper connections; answers routine inquiries for the general public and assists them by providing directions to offices and persons from whom they may receive assistance; may take and transmit messages; may sort, collate and distribute materials; may post to records and develop files; receives, sorts and processes District and United States mail, which includes weighing and metering out-of-district mail; maintains simple records pertaining to postal meter charges; may type lists, bulletins, reports and routine correspondence; may perform a variety of routine clerical functions, including the operation of standard equipment and machines; may arrange the switchboard to receive night connections; may place and maintain a record of long distance calls; may reconcile monthly telephone statement.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Operation of a private telephone switchboard; modern office practices and procedures; correct English usage, spelling, grammar and punctuation; standard office machines and equipment.

##### **Ability to:**

Effectively and efficiently operate a private branch telephone switchboard; perform a variety of routine clerical work; type at a net corrected speed of 40 words per minute; deal with the public and the general educational community in a tactful and courteous manner; understand and carry out oral and written directions; establish and maintain cooperative working relationships, have the ability to perform the essential functions of the job with or without reasonable accommodation.

#### **EXPERIENCE**

One year of general clerical experience, including telephone switchboard and public contact duties.

#### **EDUCATION**

Equivalent to the completion of the twelfth grade.