

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### CLASSIFIED PERSONNEL

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JD 4200.1

#### RECEPTIONIST

##### Definition

Under general supervision, to serve as receptionist and operate a central telephone system; to perform routine clerical tasks; and to perform related work as required.

##### Responsible to

Secretary to the Superintendent

##### Examples of Duties

1. Operates a central telephone system.
2. Receives and greets office callers and refers them to proper persons and offices.
3. Places, receives and completes long distance calls.
4. Takes and transmits messages.
5. Gives routine information in response to inquiries.
6. Sorts and distributes incoming mail.
7. Prepares outgoing mail for receipt by Post office and UPS.
8. Performs assigned clerical tasks such as filing, typing, preparing forms, assembling and distributing materials when not engaged in switchboard operations.
9. Operates Xerox machine, providing copying as requested from District departments and work sites.
10. Maintains scheduling of conference room utilization.
11. Performs other duties as may be assigned.

##### Qualifications Guide

##### Knowledge of:

1. The operation of a multiple telephone extension system.
2. Standard office procedures and simple record systems.
3. Correct English usage, spelling, grammar and punctuation.

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#### **Ability to:**

1. Operate a telephone system at a central facility.
2. Perform a variety of clerical work involving use of independent judgement and requiring accuracy and speed.
3. Receive and give information over the telephone or in person in a courteous manner.
4. Receive, post and route mail accurately and promptly.
5. Type proficiently.
6. Handle a variety of telephone calls and personal contacts with tact, diplomacy and discretion.
7. Understand and carry out oral and written directions.
8. Maintain cooperative-working relationships with those contacted in the course of work.

#### **Training and Experience**

No experience is required; however, previous clerical experience is desirable; equivalent to the completion of the twelfth grade; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Job Description Adopted: May 1981  
Job Description Revised: July 16, 1990