

# KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

<b>TITLE:</b>	<b>District Office Specialist- Receptionist</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Human Resources Director
<b>EDUCATION:</b>	High School Diploma or GED Equivalent, preference given to applicants with Associates Degree of Higher	<b>FLSA Status:</b> Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	8 Hours/Day 240 Days/Year	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB QUALIFICATIONS:</b>	<p>Under general supervisions, provides general office support with a variety of clerical activities and related tasks to the District Office. The receptionist will be responsible for greeting the public and staff, answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets.</p>	

**Special Knowledge/Skills:**

- Highly proficient skills in keyboarding, word processing, data entry, and file maintenance
- Sufficient language and writing skills to prepare varying types of correspondence
- Basic math skills
- Ability to develop spreadsheets and databases
- Must have experience with multiple database systems
- Certified Oregon Notary Public or ability to obtain in a timely manner

**ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Responsibilities will include answering a multi-line phone system and greeting and directing guests, as well as staff in a professional courteous manner.
2. Must have excellent interpersonal, communication, and organizational skills.
3. Oversees the distribution and processing of incoming and outgoing mail.
4. Schedule meetings and conference rooms.
5. Schedule and maintain appointments with office secretaries.
6. Monitor visitor access and maintain security awareness.
7. Control inventory relevant to reception area.
8. Serves as student transfer secretary backup.
9. Type 50 or more words a minute and have basic secretarial experience.
10. Be knowledgeable of District policies and procedures and convey them in an honest and factual manner.
11. Have current CPR/First Aid card or the ability to obtain.
12. Serves as secretarial support for Risk Management and District Athletics Director.
13. Maintains District MDS documents and ensures compliance.
14. Processes student/staff accident reports.
15. Assists with the monitoring of air quality for sporting events.

16. Processes facility use agreements/insurance.
17. Maintain confidentiality of information.
18. Have or have the ability to obtain Certified Oregon Notary Public.
19. Knowledge and highly proficient in the use of computers, printers, faxes and other office equipment as needed.
20. Ability to perform secretarial responsibilities in other support areas as needed, in a highly organized and professional manner.
21. Regular attendance is an essential function of this position.
22. Additional duties as assigned by the Director of Human Resources or designee.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.				x	
21-50 lbs.			x		
51-75 lbs.		x			
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.			x	x	
21-50 lbs.			x		
51-75 lbs.		x	x		
76-100 lbs.	x				
> 100 lbs.	x				
Maximum amount carried by worker without assistance: No more than 75 lbs.					
If required, carrying over <u>75</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					x
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.		x	x		
76-100 lbs.	x				
> 100 lbs.	x				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: _____ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>100</u> % of the time
Temperature Extremes: No



In the event of an on the job injury:

*For physician to complete:*

Is this job appropriate?  Yes  No Date of Release: \_\_\_\_\_

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

