## KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	<b>District Office Specialist- Receptionist</b>						
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Human Resources Director				
EDUCATION:	High School Diploma or GED Equivalent, preference given to applicants with Associates Degree of Higher	FLSA Status:	Non-Exempt				
LENGTH OF WORK YEAR:	8 Hours/Day 240 Days/Year						
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.						
GENERAL JOB QUALIFICATIONS:	Under general supervisions, provides general office support with a variety of clerical activities and tasks to the District Office. The receptionist will be responsible for greeting the public and staff, an incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, of supplies as well as additional clerical duties.						
	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.						

## 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.
- Must have excellent interpersonal, communication, and organizational skills.
- 3. Oversees the distribution and processing of incoming and outgoing mail.
- 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
- 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)

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					х
11-20 lbs.	1//			х	
21-50 lbs.			х		
51-75 lbs.	f 1	х			
76-100 lbs.	х				1
> 100 lbs.	х				
Maximum am	ount lifted by w	orker without	assistance: No more	than 75 lbs.	

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.	2.1				х
11-20 lbs.		1.3.6.1	x	х	71.
21-50 lbs.			x		
51-75 lbs.	7	х	x	2.4	-1.
76-100 lbs.	х	0		245	12 49
> 100 lbs.	х	11-12		11.7	
Maximum am	ount carried b	y worker withou	it assistance: No mo	ore than 75 lbs.	7.5.12
Maximum am If required, ca		•	erformed with two		lift devices.

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					х
11-20 lbs.			х		
21-50 lbs.			х		
51-75 lbs.		х	х		
76-100 lbs.	х				
> 100 lbs.	х				
Maximum we	ight of object <sub>l</sub>	oushed/pulled b	y worker: No more t	than 75 lbs.	
Distance:	Type of	Surface: (i.e. lev	el, carpet, tile):		

ENVIRONMENT (WORK CONDITIONS)			
Works Inside% of the time			
Temperature Extremes: No			

Works on or around moving machinery or mechanical parts: No

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				х	×
Twist				х	
Crouch/Squat			х		
Kneel			х		
Crawl		х			
Walk-Level Surface					х
Walk-Uneven Surface	572	x			
Climb Steps	113			х	Cr. m
Climb Ladder	15	х			
Work at Heights			х		
Reach at or Above Shoulder			х		11
Reach Below Shoulder				х	
Use of Arms		_	-	х	
Use of Wrists			1	х	
Use of Hands				х	-
Grasping/Squeezing				х	
Operate Foot Controls	х				

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours II A Work Day
Sitting	to No. Ac.	L.A. %	1000	х			4. 4
Standing			4.3	х			- 6
Walking			х	10.7			The second second
Change Positions		F 10.0		х	6.7		

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and	attest to my ability to	perform the essential function	ons of the position:
Print Employee Name	Employe	ee Signature	Date
Employer Representative (Immediate Supervisor):			
Print Name	Title	Signature	Date
Prepared by: <u>Director of Human Resources</u>			

In the event of an on the job injury:

For physician to complete:	
Is this job appropriate? Yes No D	ate of Release:
If not released to regular work at this time, please	provide an "ANTICIPATED" DATE:
Division de Circula	Bala
Physician's Signature	Date

