

Hobbs Municipal Schools Job Description

Position: Receptionist at Central Office

Supervisor: Assistant Superintendent for Personnel

General Job Description: Greet incoming visitors courteously in a timely manner, determine their needs, and direct them to the proper person or place.

Qualifications:

1. High school diploma or GED equivalency.
2. Three years experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge and skills of computer function and operation, typing, accounting, and other related secretarial skills.
5. Highly motivated, a self-starter, demonstrated effective and stable interpersonal relationship with public and staff.
6. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
7. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Engage in self-development.
3. Serve as a role model.
4. Maintain confidentiality.
5. Follow district policies and administrative rules and regulations.
6. Maintain behavior appropriate to performing and accomplishing assigned duties.
7. Know what to do to successfully complete assigned work.
8. Project an over-all concern for personal appearance as it relates to job performance.
9. Contribute to the welfare and effectiveness of the Central Office by adhering to high ethical standards of performance and interpersonal relationships.
10. Work cooperatively with colleagues, supervisors, and administrators.
11. Provide assistance to parents, students, and community members as necessary in a courteous and positive way that facilitates their needs.
12. Receive all incoming telephone calls and direct the calls to the proper person. Take complete and accurate messages for office personnel using message books provided.
13. Direct visitors to various destinations throughout the building with verbal explanation.
14. Immediately report the presence of any visitor displaying unusual behavior.
15. Receive all outside mail for Central Office staff and distribute to the appropriate department.
16. Maintain a daily calendar of events and schedule of all meetings in the Central Office building.
17. Maintain an orderly, quiet reception area that is professional at all times and promotes a positive first impression.
18. Assist other secretaries and administrators in the office as needed.
19. Complete other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

Additional Duties and Responsibilities:

1. Send all District employees birthday cards every Monday for the following week.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.