

Hobbs Municipal Schools Job Description

Position: Bilingual 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. Associates Degree Preferred; High school diploma or GED Required.
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. Superior verbal and written communication skills in English and Spanish.
7. 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.
8. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate ethical behavior.
2. Maintain confidentiality.
3. Follow district policies and administrative rules and regulations.
4. Maintain behavior appropriate to performing and accomplishing assigned duties.
5. Proven administrative experience working under pressure in a fast-paced, professional services environment.
6. Responsible for translating verbal interactions between two parties in real time. Convey a culturally responsive and professional tone during these interactions, taking careful note of and communicating implied meanings that may not translate directly.
7. Translate, in a timely manner, written communication between different parties. Ensure that the content is translated correctly and in a way that the client can easily understand. This involves being intimately familiar with the written grammar and style of English and Spanish.
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. Proficiency with Microsoft Office programs; experience using office equipment such as computers, printers, laptops and projector, transcriber, fax machine, voicemail messaging systems and photocopiers/scanners.
17. Maintain a daily calendar of events and schedule of all meetings in the Central Office building.
18. Maintain an orderly, quiet reception area that is professional at all times and promotes a positive first impression.
19. Assist other secretaries and administrators in the office as needed.
20. 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.