

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CLERICAL

CLASSIFICATION: OFFICE ASSISTANT

CLASS TITLE: RECEPTIONIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of routine clerical support and receptionist duties in support of an assigned office.

REPRESENTATIVE DUTIES:

Perform a variety of routine clerical and receptionist duties in support of assigned office. **E**

Answer telephones and take messages or refer calls; greet office visitors and direct to appropriate personnel; provide assistance and information related to program activities. **E**

Write clear and concise messages. **E**

Receive, sort, and distribute incoming mail and communications. **E**

Prepare and maintain program records, reports, and files; make calculations as necessary and provide written information from data; assure compliance with state and federal regulations. **E**

Operate office equipment such as a typewriter, calculator, personal computer, printer, copier, facsimile, and multi-line telephone. **E**

Operate a computer to create, prepare, type, duplicate and distribute a variety of reports and other materials for an assigned program, including correspondence, reports, purchase orders, forms, and other documents. **E**

Operate office equipment such as a typewriter, calculator, computer, copier, facsimile, multi-line telephone, and postage machine. **E**

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment
Interpersonal skills using tact, patience and courtesy
Operation of a computer terminal and software utilized
Telephone techniques and etiquette
Record-keeping and filing techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
Oral and written communication skills

ABILITY TO:

Perform a variety of routine clerical and receptionist duties

- Operate a variety of assigned office equipment
- Understand and follow oral and written instructions
- Maintain records and files
- Communicate effectively both orally and in writing
- Speak and read in a second language, Spanish
- Meet schedules and time lines
- Type at an acceptable rate of speed
- Work cooperatively with others
- Respond to the public with courtesy and tact
- Lift and carry objects weighing up to 25 pounds
- Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Possess high school diploma or GED and at least one-year clerical and/or secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license
- Bilingual English/Spanish required

WORKING CONDITIONS:

ENVIRONMENT:

- Office work environment
- Constant interruptions
- Driving a vehicle to conduct work

PHYSICAL ABILITIES:

- Dexterity of arms, hands and fingers to operate a computer keyboard and other office equipment
- Sitting or standing for extended periods of time
- Kneeling, squatting, bending at the waist and reaching overhead, above the shoulders, horizontally and downward to retrieve and store files
- Lifting and carrying objects weighing up to 25 pounds
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read written drafts and proofread documents

HAZARDS:

- Potential for contact with blood-borne pathogens and communicable diseases
- Potential for contact with dissatisfied persons

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 103

Approval Date: February 2022