

**CLERK III – DISTRICT RECEPTIONIST**DEFINITION

Under general supervision of a personnel administrator, to operate a private branch exchange switchboard; to act as District Receptionist; to perform general office clerical functions; and to do related work as required.

EXAMPLES OF DUTIES

Operate the District telephone system in receiving and placing telephone calls; make station connections; take and transmit messages; answer routine questions in response to inquiries; greet and direct District visitors to the appropriate person or office; sort and distribute District and U.S. mail; set up master facility calendar; maintain schedules for District conference rooms; may assist in receiving and processing personnel documents; and perform typing and clerical duties, including filing, preparing forms, assembling, and distributing materials as assigned.

QUALIFICATIONSKnowledge of

Correct English, grammar, spelling and punctuation; office methods, procedures and practices; and computer operations/word processing.

Ability to

Establish and maintain cooperative working relationships; apply judgment, discretion and initiative; understand and carry out oral and written directions; read and write at a level appropriate to the duties of the position; learn District functions for proper channeling of calls and referrals; speak clearly and distinctly; deal tactfully and courteously with the public; work independently with little direction; and type at a net corrected speed of 50 words per minute.

Experience

At least one year of experience as a switchboard operator and one year of general clerical experience.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: October 10, 1979

Revised: July 11, 1989

Revised: February 11, 1997

Revised: December 12, 2000 effective January 1, 2001

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