

**Job Title: BILINGUAL RECEPTIONIST**

**Definition:**

Under the general supervision of the Assistant Superintendent, Business Services and the direction of the Director of Budget and Finance, performs a variety of clerical duties supporting Business Services and the Superintendent's office, including operating the switchboard.

**Distinguishing Characteristics:**

The following tasks are essential for this position. Incumbents in this classification may not perform all these tasks, or may perform similar related tasks not listed here.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Bilingual switchboard operator.
2. Bilingual District Office receptionist.
3. Translates in real time Spanish/English conversations that occur at the District Office.
4. Reads and translates documents from English to Spanish and from Spanish to English.
5. Coordinates and manages the District's Facilities Use Request system of documents and scheduling.
6. Directs public inquiries to appropriate departments and school sites.
7. May assist with school site registration.
8. Type letters, memoranda, reports, flyers and materials from copy or rough drafts.
9. Maintains office files.
10. Maintains and supports the District's social media systems, software, and web sites.
11. Supports the District's official web page and its applications.
12. Performs general clerical assistance including, but not limited to, answering inquiries over the telephone.
13. May receive, sort, and route incoming mail and send/receive faxed information.
14. Performs other related duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Modern office procedures
- Microsoft Office Suite
- Keyboarding and filing
- Business correspondence
- Computer and related software
- High volume, multi-line phone system
- Correct grammar, spelling, punctuation and vocabulary

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**Skill and Ability to:**

- Must read, write, and speak English and Spanish fluently and be able to perform a variety of written and oral translations.
- Initiate correspondence using correct grammar, spelling, and punctuation in Spanish and English.
- Learn the Google Suite of operations and features
- Utilize the District's student information system
- Utilize the District's automated outreach system
- Operate various office machines including computers and related software
- Understand and follow oral and written directions
- Keyboard neatly and accurately at least 30 wpm on a five-minute test
- Work harmoniously with fellow workers, school personnel, parents and supervisors
- Meet the public tactfully and courteously
- Maintain professional confidentiality

**Training and Experience:**

Must have a high school diploma or equivalent and two years of responsible clerical experience. Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 24

**PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)		X	
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		

Board Approved: February 6, 2018

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	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

<b>Lifting</b>				<b>Carrying</b>		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.	X			X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently(3 – 6 HPD)
Problem Solve	X		
Make Decisions	X		
Supervise	X		
Interpret Data	X		
Organize	X		
Write	X		
Plan	X		
Multi-Task		X	

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier	X		
Computer	X		
FAX Machine	X		
Radio	X		