

JOB DESCRIPTION

PERRIS SCHOOL DISTRICT

BILINGUAL CLERK TYPIST/RECEPTIONIST

Basic Function

Under the direction of the Director of Personnel and Personnel Manager, perform a variety of clerical duties involving answering multi-line telephone system, typing, filing and maintaining records or reports in support of a school or District function with only occasional instructions or assistance; operates standard office machines and computers.

Representative Duties

1. Operates a variety of office equipment, such as typewriter, calculator and copy machine and computer terminal as required.
2. Answers telephones, takes and relays messages and interpret calls as needed. Greets students, the public and makes phones calls to request, provide, or verify information as directed.
3. Types letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft.
4. Types and performs other clerical duties for the assigned supervisors, and other staff members as directed.
5. Maintains a variety of logs, records and files related to assigned office.
6. Distributes various forms and provides information and assistance to students, parents, the public and staff regarding their completion in an accurate and timely manner.
7. Maintains supply and material inventory of assigned area as required; orders, receives and distributes materials, equipment and supplies as directed.
8. Assures the timely duplication and distribution of a variety of records, reports and other materials as directed.
9. Performs clerical work such as posting records, making arithmetic computations and securing information from clearly indicated sources.
10. Schedules appointments and meetings; maintains various schedules and calendars.

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11. Sorts and distributes incoming U.S. and intra-District mail. Run mail through postage machine. Order express mail, certified mail and other specialty mailing supplies as needed. Processes Bulk rate mailing for all sites as needed and as directed for mailing over 150 pieces. Count, distribute and mail paperwork from Educational Services and other departments as needed.
12. Responsible for the Mail Machine; calling for service, input postage and ordering supplies as needed.
13. Orders supplies for Xerox Copier in mailroom. Call for service of Xerox Copier. Maintain ample supply of paper for copier.
14. Change main computer server back-up tapes daily.
15. Provide necessary Interdistrict Transfer Application forms to parents when requested. Maintain listing of applications submitted and prepare monthly Board item.
16. Interpret (Bilingual Spanish) verbally and interpret correspondence provided by District Departments on an as needed basis.
17. Serves as Back Up when Sub Caller is on vacation for scheduling and notifying telephonically Classified and Certificated Substitute employees as needed throughout the District. (Additional Stipend)
18. Performs related duties as assigned.

Knowledge and Abilities

Knowledge Of:

1. Modern office practices, procedures and equipment.
2. Record-keeping techniques.
3. Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary.
4. Telephone techniques and etiquette.
5. Interpersonal skills using tact, patience and courtesy.

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Ability To:

1. Perform a variety of clerical duties involving typing, filing, and maintaining records or reports in support of a school or District function.
2. Perform clerical duties such as filing, duplications, typing and maintaining simple records.
3. Learn and apply laws, rules, regulations involved in assigned clerical activities.
4. Make arithmetic calculations quickly and accurately.
5. Understand and follow oral and written directions.
6. Type at 40 words net per minute from clear copy.
7. Operate a variety of office equipment including computer terminal as required.
8. Meet schedules and time lines.
9. Maintain records and prepare reports.
10. Communicate effectively both orally and in writing.
11. Work cooperatively with others.
12. Complete work with many interruptions.

Education and Experience

Any combination equivalent to: Graduation from high school and one year clerical experience.

Working Conditions

Office environment.

Work Year

12 Months

REVISED: July 6, 2005

Job Description — Bilingual Clerk Typist – Receptionist

RECEPTIONIST DETAILED DUTIES

PERRIS SCHOOL DISTRICT

BILINGUAL CLERK TYPIST/RECEPTIONIST

Switchboard:

Answers telephones, takes messages and verbally interprets (Bilingual Spanish) as needed. Transfers Superintendent's and Directors' calls to their secretaries as directed.

Doors:

Locks and unlocks front doors at the beginning and the end of the day.

Mail Machine:

Responsible for the Mail Machine; servicing, postage and ordering supplies as needed. Mail is to be ready to be delivered to the Post Office by 3:45PM. (Custodian/Groundskeeper/Courier needs to be able to deliver the afternoon outgoing U.S. Mail prior to the end of her shift at 4:00PM. If Esther is absent, it is the Receptionist responsibility to make sure the Confidential Secretary Personnel or designated Personnel staff member is reminded that the afternoon U.S. Mail needs to be taken to the Post Office.) Make sure that enough money is deposited for postage into the Mail Machine account. Once a month, print report for Director of Fiscal Services Department that shows how much each account has spent on postage.

Xerox Copier in Mail Room:

Order supplies as needed. Call for servicing when machine is inoperable. Make sure there is sufficient paper on hand.

Bulk Rate Mailings:

Bulk rate mailings will be the responsibility of the Receptionist. The Receptionist will work with site personnel on any qualified mailing that is over 150 identical pieces. See detailed directions for this or check with the specified departmental supervisor if you have any questions.

Back-Up Tapes:

Change computer server back-up tapes daily. This must be done each evening before you leave to go home.

RECEPTIONIST DETAILED DUTIES (Cont'd)

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BILINGUAL CLERK TYPIST/RECEPTIONIST

Interdistrict Transfer Applications:

Provide necessary forms to parents when requested. Maintain listing of applications submitted and prepare monthly Board item for Superintendent's Office the Wednesday before a schedule Governing Board meeting.

Interpretation of Documents (Bilingual Spanish – English to Spanish):

Interpreting for various District Departments as needed.

Substitute Certificated/Classified Caller:

Notifies telephonically and schedules Certificated and Classified Substitute employees as needed throughout the District on a daily basis. (Additional Stipend Allowance)