

## **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**

Type, duplicate and distribute a variety of materials including minutes, correspondence, reports, forms and other documents for office staff. **E**

Prepare and maintain a variety of records, reports and files; submit to appropriate personnel as directed. **E**

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

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

Coordinate vehicle maintenance schedule. **E**

Monitor and maintain postage machine usage and service. **E**

Live Scan machine appointment scheduling, operation, and reporting to ensure compliance with applicable procedures, regulations, and statute; maintenance of Live Scan equipment and ordering of supplies. **E**

Perform research as requested. **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

**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:** 626

**Approval Date:** April 2021