

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005
Revisions Approved: May 17, 2017
Salary Schedule: 20; Row: 18

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: RECEPTIONIST – TELEPHONE OPERATOR/REGISTRAR

JOB PURPOSE STATEMENT: Under general supervision, to communicate information to the public, staff, students, and outside agencies and provide clerical support to assigned personnel and to perform a variety of complex and difficult duties pertaining to the establishment, maintenance and monitoring of the permanent school records of students.

JOB FUNCTIONS:

- Receives and greets callers and refers them to appropriate personnel
- Responds to inquires of the public, staff, students, and outside agencies to provide information and/or direction as may be required
- Answers telecommunication system to screen calls, transfer calls, respond to inquiries, and take messages
- Evaluates situations (i.e., involving other staff, students, parents, the public, etc.) in order to take appropriate action or direct to appropriate personnel for action
- Processes documents and materials (e.g. schedules, agendas, mail, etc.) to disseminate information to appropriate parties
- Performs a variety of clerical work of average difficulty
- May monitor students working in office
- Prepares, maintains, monitors, and secures the permanent school records of students
- Reviews, evaluates, and records student grades, course work, and credits earned for graduation and notifies counselors regarding deficiencies
- Confers with counselors, teachers, administrators, parents, and student regarding graduation requirements

JOB TITLE: RECEPTIONIST – TELEPHONE OPERATOR/REGISTRAR

Page 2 of 3

JOB FUNCTIONS – continued

- Requests, interprets, and responds to inquiries regarding student records from other schools
- Checks and coordinates information to complete reports, summaries, and statistical reports
- Assists in researching and providing assistance to students in the preparation of forms for outside agencies
- Coordinates and reviews work of other personnel assigned to assist in updating and maintenance of records
- Knows legal provisions, policies, regulations, and guidelines governing the student record management process
- Functions well in a busy office environment
- Communicates effectively with students, staff and the public
- Operates standard office equipment including telecommunications systems and computer applications
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs basic arithmetic calculations
- Demonstrates organizational skills
- Works independently with speed and accuracy
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee

JOB TITLE: RECEPTIONIST – TELEPHONE OPERATOR/REGISTRAR

Page 3 of 3

PHYSICAL ABILITIES:

- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate a variety of telecommunications systems, calculator, computer keyboard, typewriter at the required speed and accuracy

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma
- Education supplemented by business or college training in office operation desirable

Experience:

- One year of operating a telecommunications system desirable
- One year of recent responsible office experience

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.