



LA JOYA INDEPENDENT SCHOOL DISTRICT
201 East Expressway 83
La Joya, TX 78560

Job Title: Receptionist/Switchboard Operator **Wage/Hour Status:** Non-Exempt
Reports to: Principal **Pay Grade:** District Clerical Salary
Schedule Job Grade 02
(\$17,539.20 - \$26,248.32)
Dept./School: Assigned Campus
Date Revised: August 22, 2008
Initiated Date: September 15, 2011

District Primary Purpose: To assist and promote La Joya ISD in implementing a rigorous curriculum/instructional program that supports student success and achievement.

Department Primary Purpose: Under district supervision provide reception and clerical assistance for the efficient operation of the campus.

Qualifications:

Education/Certification: High School Diploma/GED

Experience: One year clerical /switchboard or comparable experience.

Knowledge/Skills: Ability to communicate and work effectively with others
Proficient keyboarding skills
Effective organizational, communication, and, interpersonal skills
Ability to follow written instructions
Ability to operate multi-line phone system

Major Responsibilities and Duties:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct visitors to appropriate staff.
3. Assist public, staff, and students as needed.
4. Maintain visitor log and issue visitor passes.
5. Provide clerical assistance as needed.

6. Prepare mailing labels using personal computer and typewriter.
7. Maintain computerized files using personal computer including reports and employee rosters.
8. Sort, distribute or deliver mail, messages, and other documents.
9. Provide information regarding school events or other appropriate information.
10. Maintain confidentiality.
11. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
11. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbally and written); ability to operate phone systems including fax machine. Ability to operate a computer. Maintain emotional control under stress. Work frequent interruptions .

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged used of phone terminal.

POSITION WORKING DAYS: 216 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____