

LIBERTY UNION HIGH SCHOOL DISTRICT
RECEPTIONIST/HEALTH CLERK

DEFINITION

Under supervision, performs as school receptionist, facilitates health care assistance to students; performs a variety of clerical duties of moderate difficulty in a school office; and to perform other related duties as assigned.

EXAMPLES OF DUTIES

Performs a variety of clerical work, including word processing, proofreading, filing, checking, and recording information on records; creates requisitions and purchase orders, forms, file cards, and other material; serves as receptionist; answers the telephone and provides information concerning school activities; screens and directs visitors; sorts and distributes mail; maintains student records dealing with health records; works with health agencies contracted by District to perform these services; administers first aid; duplicates materials; operates a variety of current office machines/software; may supervise the work of student helpers; assists in attendance office in all clerical functions; manages substitute teacher coverage; coordinates employee timesheets; maintains basic bookkeeping records; may assist in other areas; and performs all related duties as assigned.

QUALIFICATIONS

Knowledge of:

Human relation skills;
Student behavior and characteristics;
Correct English usage, punctuation, spelling, and grammar;
Modern office methods, practices and procedures;
Standard office machines/software;
Basic arithmetic, filing and record keeping procedures;
Public school health service requirements;
First aid procedures and practices.

Ability to:

Perform a variety of clerical work involving use of independent judgement and requiring accuracy and speed;
Make arithmetical calculations;
Work efficiently with frequent interruptions;
Receive and give information over the telephone or in person in a courteous manner;
Keep detailed and accurate records;
Understand and carry out oral and written directions;
Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise, tact and good judgement.

Experience:

Experience in general clerical work;
Health related career exposure;
Front office or customer service experience preferred.

Education:

Equivalent to the completion of twelfth grade.

License Requirement:

Possession of a valid First Aid Card with CPR/BLS and AED Certification;