

Gregory-Portland ISD Job Description
Receptionist – Central Office

9. Compile, maintain, and file all reports, records, and other documents as required including preparing various federal, state, and local reports.
10. Assist with the records storage and destruction process of personnel records following established records retention schedule and requirements of the Texas State Library and Archives Commission.
11. Assist with the purging of records and coordinate imaging of inactive HR records.
12. Prepare identification badges for staff and issue badges to new staff, contractors, student workers, substitutes, and others personnel as necessary.
13. Assist, order, and prepare awards/materials for district events, including new teacher orientation, convocation, monthly staff recognitions, and end-of-year events. Notify participants/recipients prior to event.

Other

14. Provide Human Resources department clerical assistance as needed.
15. Develop and maintain recruiting materials and displays.
16. Maintain a master calendar of administrative events and meetings for central administration.
17. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
18. Receive, sort, and distribute mail and other documents to department staff.
19. Compile, maintain, and file all reports, records, and other documents as required.
20. Maintain confidentiality.
21. Follow district safety protocols and emergency procedures.
22. Has regular in person attendance and complies with notification procedures for absences.
23. Perform other duties as assigned.

Supervisory Responsibilities:

None.

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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; multi-line phone system

Posture: Continuous sitting

Motion: Repetitive hand motions including reaching. Frequent keyboarding and use of mouse.

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Reception desk in the administrative/central office

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____