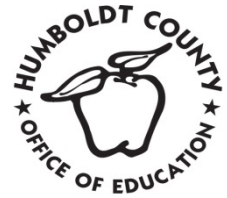


**HUMBOLDT COUNTY OFFICE OF EDUCATION  
COMMUNICATION CENTER ASSISTANT/  
CENTRAL OFFICE RECEPTIONIST**



*Chris Hartley, Ed.D.  
Superintendent*

**JOB SUMMARY**

Under general supervision of the Communications Director, the Communication Center Assistant/Central Office Receptionist will back-up the Communication Center assisting with production and communication center needs, create spreadsheets using spreadsheet applications; perform receptionist's duties, which include: greeting the public in person or on the phone and directing them to the proper department; processing incoming and outgoing mail, both US, UPS and FedEx; assist in the coordination of courier services; other related work as required.

**EXAMPLES OF DUTIES**

Serves as additional typesetting support for the Communication Center using both word processing and desktop publishing programs; checks completed projects from print shop for completeness and packages them for delivery; receives incoming/outgoing UPS and US mail; receives and fills orders for forms, maintains filing systems; performs receptionist duties including the operation of multi-line telephone equipment; greets visitors and the general public; answers inquiries or refers to proper official; trains substitute employees in receptionist duties; operates fax machine; assists public in filling out Communication Center work orders to ensure completeness; assists in communications center production for jobs including but not limited to collating, binding, and processing work orders; performs other duties as requested.

**EMPLOYMENT**

**STANDARDS**

**Education and Experience**

Graduation from high school or equivalent level of basic competence, word processing and desktop publishing experience; experience in office environment desirable; clerical and business experience involving a high degree of public contact.

**Knowledge of:**

- Proper oral and written English usage;
- Basic concepts of print design and layout;
- Telephone etiquette, multi-line techniques and procedures;
- Recordkeeping;
- Modern office terminology, procedures and equipment, including but not limited to: computers, fax machines, print shop collating machines and E-mail;
- Knowledge of K-12 education, desired

Ability to:

- Work without direct supervision;
- Communicate with tact and courtesy;
- Use the following software programs: Microsoft Word, Excel, PageMaker, Adobe Suite, InDesign (or similar applications);
- Present pleasant, professional and responsible attitude when greeting people via phone and in person;
- Read and comprehend fine print such as spreadsheets, manuals, etc;
- Establish and maintain effective working relationships with a variety of individuals and groups;
- Serve as a liaison with outside agencies/organizations;
- Proofread text efficiently;
- Use good judgment;
- Maintain security of confidential information;
- Respond to routine inquiries;
- Use proper English with correct spelling and punctuation;
- Follow oral and written directions;
- Operate all necessary office equipment;
- Adapt to changing work demands;
- Maintain high level of organization with minimal supervision;
- Manage task priorities to meet deadlines;
- Work in an environment with constant interruptions and frequent deadline pressures while maintaining a calm demeanor;
- Lift/move materials weighing up to 50 pounds.

**Safety and Environmental Considerations for Position**

- Handle various chemicals such as rubber cement, correction fluid, Photomount, deglazer, etc., which can be hazardous if ingested, inhaled, or otherwise handled in an unprofessional manner;
- Work with sharp instruments (cutting blade, scissors, paper cutter, etc.);
- Lean or stand for periods of time;
- Sit on elevated chairs with wheels and having to maneuver on them;
- Work in high-production/pressure environment with constant interruptions;
- Lift binders, supplies, paper boxes, etc., occasionally in excess of 50 pounds;
- Work around equipment with numerous moving parts, rollers and noise; i.e., collator and presses;
- Be very agile (ability to stand, sit, climb ladders, stoop, etc.) with a high degree of confidence and speed.

Recommended Range 27

Personnel Commission approved : 4/11/2017