

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the performance level related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring a staff member. The job duties referenced here are examples and may change from time to time.

**1. Job Summary**

- a) Hourly, non-exempt, full-time regular, non-supervisory position.
- b) The Receptionist answers all incoming and interoffice calls promptly and courteously; greets visitors, handles incoming mail and faxes, and resumes additional clerical duties.
- c) Supervised by the Education Program Administrator.
- d) Salary Range – NE4.

**2. Responsibilities**

- a) Essential Duties.
  - i) Acknowledges and greets all visitors and District employees politely and professionally.
  - ii) Performs various complex clerical duties of recurring nature, including typing and filing.
  - iii) Answers telephone and promptly routes calls.
  - iv) Greets visitors and notifies the person(s) the visitor is there to see.
  - v) Checks departmental mailbox; sorts and distributes mail.
  - vi) Copies and faxes documents for community members and, periodically, District staff.
  - vii) Updates, posts, and maintains the in/outboard, bulletin board, and monthly calendar.
  - viii) Checks voice mail system each morning for messages; notifies supervisor of any difficulties or dissatisfaction with answering service.
  - ix) Stocks copy paper, stationery, and forms and keeps the Reception area neat and presentable.
  - x) Attends and participates in departmental and All-Staff, and other job-related meetings and trainings.
  - xi) Maintains confidentiality of all sensitive information.
  - xii) Performs other duties as assigned and executes other responsibilities and projects as necessary.

**3. Knowledge, Skills, and Abilities**

- a) Type 40 WPM.

- b) Basic knowledge of English composition.
- c) Knowledgeable of computers and software.
- d) Courteous, efficient telephone manner; prompt routing of calls.
- e) Prompt and responsible for the forwarding of messages.
- f) Pleasant reception of visitors.
- g) Legible handwriting.
- h) Ability to follow through on work assignments.
- i) Prompt arrival and regular attendance at work.
- j) Pleasant and cooperative attitude with co-workers
- k) Knowledge in working with Native American communities.

4. Working Conditions

- a) Environment.

Hot	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Dust/Fumes	<input type="checkbox"/>
Cold	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>
Contact with substance that could cause allergic reactions:					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Describe:	
Protective Equipment Used:					
Other: <input type="checkbox"/> Explain:					

- b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling				✓	
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing	✓				
Digging				✓	
Dialing		✓			
Hearing		✓			
Lifting/Carrying 25lbs.				✓	
Lifting/Carrying 50lbs.				✓	
Lifting/Carrying 75lb.s				✓	
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard		✓			
Vehicle Operation	✓				
Walking	✓				
Writing		✓			
Other:					

5. Qualifications

- a) High School Diploma or equivalent.
- b) Minimum of two (2) years of experience in answering multi-line telephones, clerical skills, or a combination of training and education, which demonstrates the ability to perform this position's duties and responsibilities.
- c) Able to obtain a fingerprint clearance card before hire and maintain clearance every six (6) years.
- d) Valid AZ Drivers License with no DUIs or major traffic offenses within the past three (3) years.
- e) Bi-lingual – O'odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 & 473), the District will give preference in filling vacancies to (in sequential order):

- (1) Enrolled members of the San Xavier District,
- (2) Enrolled members of the Tohono O'odham Nation
- (3) Enrolled members of other nations or tribes
- (4) All other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

**Reviewed and Approved By:**

Employee Acknowledgement: \_\_\_\_\_ Effective Date \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Effective Date \_\_\_\_\_

Next Level Supervisor: \_\_\_\_\_ Effective Date \_\_\_\_\_

***San Xavier District is an "Alcohol/Drug-Free Workplace."***