



POSITION OPENING

ADMINISTRATIVE BUILDING RECEPTIONIST

PRIMARY PURPOSE:

The primary purpose of this position is to serve as the Kohlwes Education Center (KEC) receptionist for building visitors and incoming telephone calls. This position also provides clerical assistance for departments within the building as requested. This is an entry level Human Resources position.

ESSENTIAL FUNCTIONS*:

1. Greet and assist visitors; direct to staff offices and meeting rooms as appropriate; direct to school location or other external location if appropriate; contact security or building manager if needed.
2. Answer high volume of incoming telephone calls to the District; provide requested information or route call to appropriate staff member.
3. Reserve Kohlwes Education Center (KEC) conference rooms for use by District staff from outside of KEC and for no-fee external agencies; forward request for audiovisual equipment to the Information Management Services Department; assist with housekeeping instructions and setting up equipment as appropriate.
4. Prepare daily calendar of building meetings and make and distribute visitor nametags as needed.
5. Open building for visitors; lock and unlock KEC rooms and offices as needed; provide authorized individuals with password to building wireless network as requested.
6. Provide clerical assistance to departments as requested, performing a variety of duties including distributing materials, opening and sorting mail, entering information into a computer, filing, compiling interview and hiring packets, scheduling candidates for interviews and assisting with special projects.
7. Maintain regular attendance; adhere to board policy and leave provisions as stated in the collective bargaining agreement.

OTHER FUNCTIONS:

1. Other duties consistent with the scope and intent of this job may be assigned.

WORKING RELATIONSHIPS:

Interacts regularly with staff from throughout the District. Contacts with individuals outside of the district include frequent contact with parents, students, and other visitors to KEC.

(continued)

* The list of essential functions in this job description is not exhaustive and may be supplemented as necessary by determination of an appropriate administrator and Human Resources.

WORKING CONDITIONS:

The daily work is performed in an office setting. The job incumbent is frequently required to: visually concentrate on detail; be confined to work station; be exposed to interruptions; be dexterous and/or precise; and deal with distraught, angry or hostile individuals. The incumbent is sometimes required to: be exposed to infectious diseases; and be exposed to clear threat to physical safety.

QUALIFICATIONS:

Successful job incumbents will demonstrate a level of the knowledge, skills and abilities as listed below.

Education and Experience

High school diploma or equivalent.
General clerical and computer operator skills.
Skill in operating general office machines.

Required Knowledge, Skills and Abilities

1. Demonstrated skills in customer service.
2. Excellent human relations skills including ability to deal with distraught and angry individuals.
3. Excellent oral and written communication skills, ability to communicate effectively in the English language.
4. Highly developed service skills including sensitivity to needs of students, parents, employees and patrons of the district.
5. Ability to maintain accurate records.
6. Ability to evaluate multiple demands and assign priority for each in order to maximize production and accuracy.
7. Ability to deal with sensitive information and honor confidentiality.
8. Ability to maintain a positive attitude even in stressful situations.
9. Ability to remain consistent, calm and fair under pressure.
10. Ability to establish and maintain effective working relationships with staff, parents, students, outside vendors, and general public.

Licenses/Special Requirements

None.

FAIR LABOR STANDARDS ACT:

Non-exempt

EMPLOYMENT INFORMATION

Benefits: Consistent with the RESP Agreement.

APPLICATION

Interested candidates should apply online at http://www.rentonschools.us/Departments/Human_Resources. All candidates should apply specifically for individual positions to ensure consideration for each opening in which you are interested.

Out of district applicants

In addition to the online application, out of district applicants are required to submit the following:

- 1) Appropriate insert located within the “insert” tab in the online application (insert d).
- 2) A current resume containing a summary of education and work experience.
- 3) At least two current letters of recommendation from employers and/or volunteer work.

In-district applicants

In-district applicants should click on “district employee” within the online system and apply specifically for positions available. In addition, in-district applicants are required to submit the following:

- 1) Appropriate insert located within the “insert” tab in the online application (insert d).
- 2) A current resume containing a summary of education and work experience.
- 3) At least two current letters of recommendation from employers and/or volunteer work.

Our mailing address for supplemental application materials is the Renton School District Human Resources Department, 300 SW 7th Street, Renton, WA 98057. Please call 425-204-2350 if you need assistance. For further information about the Renton School District, please visit our website at www.rentonschools.us.

Applicants selected for hire will be required to provide a social security card for payroll purposes prior to beginning employment.

Verification of identity and United States work authorization must be completed before employment commences. Successful Washington State patrol Check and FBI fingerprint report, in accordance with state law, is required for continued employment.

The Renton School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities, domicile, marital status or political activity. TITLE IX COORDINATOR, Sheryl Moore, Asst. Supt., Human Resources, 425.204.2370, sheryl.moore@rentonschools.us; SECTION 504/ADA COORDINATOR & COMPLIANCE COORDINATOR, Rob MacGregor, Asst. Supt., Dept of Learning and Teaching, 425.204.2318, rob.macgregor@rentonschools.us The District will take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services for vital communications or transitional bilingual education programs, contact Vickie Damon, Dir. of Categorical Programs, 425.204.2410 or vickie.damon@rentonschools.us. See also, District Policies and Procedures No. 3207, 3210, 5003, 5005 and 5006 for complaint procedures.