

# **CONEJO RECREATION & PARK DISTRICT**

**Job Title: Receptionist**

**Division:** Management Services

---

## **Summary:**

Under supervision, responsible for the professional and efficient managing of visitors, telephone calls and messages, as well as a variety of clerical tasks in the operation and presentation of a professional office, in accordance with District policies and procedures.

## **Essential Duties and Responsibilities:**

- Promptly, accurately, professionally and courteously answers, accesses, and responds to inquiries from the public by phone or general email, and transfers/routes where appropriate. Acts as a liaison between public and staff to provide information or direct caller to appropriate source for information or problem resolution.
- Welcomes on-site visitors, determines nature of business, announces visitors to appropriate personnel or provides requested information or forms.
- Responds to requests for and maintains a schedule of conference rooms.
- Verifies and mails checks; writes receipts and prepares deposits.
- Verifies payroll changes and distributes paychecks.
- Receives, sorts, and distributes incoming mail.
- Processes outgoing mail and intra-District correspondence.
- Record keeping of cash receipts.

## **Other Duties and Responsibilities:**

- Assists with recruiting process, including scheduling interviews, preparing correspondence and preparing and posting job announcements.
- May monitor and/or update information on the District website/intranet/social media sites.
- May be required to deliver documents or materials to various sites.
- Performs related duties as assigned.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

Conejo Recreation & Park District: Receptionist (continued)

**Education/Experience:**

High school diploma; six (6) months experience in multiline telephone system and/or general clerical experience involving public service.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates and Licenses:**

California Driver's License

**Other Requirements:**

Ability to use word processing and spreadsheets; type accurately.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is generally not exposed to hazardous conditions. The noise level in the environment is moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand and walk. The employee is occasionally required to lift up to 10 pounds. There are no special vision requirements.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Conejo Recreation & Park District: Receptionist (continued)

Title: Receptionist  
JD1008 Reviewed 4/12

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*