



Flour Bluff Independent School District Job Description

JOB TITLE: District Receptionist/HR Clerk

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Director of Human Resources

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Under moderate supervision, respond to inquiries from staff, students, parents, and the public; provide requested information and/or referral to the appropriate priorities; direct visitors; provide general clerical support for the efficient operation of the central administration office; and provide direct support for human resources department.

QUALIFICATIONS:

Education/Certification:

- High School Diploma or G.E.D.
- Receptionist and clerical experience in an office setting, preferred

SPECIAL KNOWLEDGE/SKILLS:

- Ability to operate multi-line phone system
- Effective public relations, organization, communication, and interpersonal skills
- Ability to effectively present information in one-on-one situations
- Proficient in keyboarding, data entry, file maintenance
- Ability to use Microsoft Excel and Word
- Ability to learn and use technology platforms such as Skyward, Unified Talent, and AESOP
- Ability to maintain emotional control in stressful situations

MAJOR RESPONSIBILITIES AND DUTIES:

RECEPTION AND PHONES

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Make outgoing calls as needed to support central office departments.
3. Greet visitors (e.g. the public, parents, students, staff, substitutes, vendors, Board members, etc.)
4. Maintain visitor log and issue visitor passes.

5. Respond to any emergency calls and notify appropriate parties to address immediate safety and/or security issue.
6. Receive deliveries and mail and disseminate to the appropriate parties.

HUMAN RESOURCES, RECORDS, REPORTS, AND CORRESPONDENCE

1. Assist with maintaining information to employee databases and electronic personnel files.
2. Maintain physical and computerized departmental files.
3. Assist with the all-district records as needed.
4. Assist with the coordination of interviews for certain positions
5. Assist with the coordination of new hire meetings and orientation
6. Assist with the preparation of identification badges for staff, student teachers, and substitutes as needed.
7. Assist with the preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
8. Assist with the preparation of materials for events such as New Teacher Orientation, Convocation, Teacher Recruiting Fairs, Job Fairs, Substitute training etc.
9. Provide prospective district employees information regarding job postings, application status, pay scales, etc.
10. Direct incoming Human Resource calls to the appropriate staff.
11. Maintain confidentiality.
12. Performs all other duties as assigned.

OTHER

1. Has regular in-person attendance and complies with notification of absence procedures.
2. Dresses and grooms appropriately for the position.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.