

**Roswell Independent School District  
Job Description**

**Job Title: RECEPTIONIST/SWITCHBOARD OPERATOR/RECORDS ARCHIVE SCANNER**

**Reports To: ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES AND DIRECTOR FOR HUMAN RESOURCES**

**General Job Description:**

Under indirect supervision, function as the RISD receptionist and switchboard operator to provide assistance for visitors and incoming calls. Prepare and scan personnel and student records for permanent storage.

**Essential Duties and Responsibilities:**

1. Perform duties of the AESC Receptionist and switchboard operator.
2. Order Human Resources Department supplies.
3. Process HR purchase orders.
4. Perform duties associated with scanning student and personnel records for storage, including preparation of files for scanning, scanning files, and cataloging files for retrieval.
5. Perform Notary Public duties.
6. Look up Archived Files for past students or past employees, as accessible.
7. Send Greeting Cards.
8. Collect Substitute Time Sheets.
9. Distribute Hold payroll checks to some employees.
10. Setup/schedule with Cafeteria, do flier, and email notices of Birthday Celebration's for AESC.
11. Maintain confidentiality with sensitive matters.
12. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
13. Report to work on time and work no less than 7 hours per day.
14. Work independently with very little supervision.
15. May be required to perform other related duties as assigned by your supervisor(s).

**Supervisory Responsibilities:**

Helps direct Human Resources student workers.

**Qualifications:**

1. High School diploma or GED
2. Two years' experience in an office environment.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**RECEPTIONIST/SWITCHBOARD OPERATOR/RECORDS ARCHIVE SCANNER (CONT'D)**

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**