



Send Application and Information to:

Department of Personnel
P.O. Box 1388
Port Arthur, TX 77641-1388

Posting

(Vacancy Announcement)

Position Title: Receptionist
Posting Date: December 19, 2011
Deadline: Until Filled
Location: Child Nutrition Department
Salary Range: \$19,589 – \$27,350
Length of Work Year: 220 days

Education (Certification/License): High school diploma or GED.

Experience: 6-months clerical experience in office setting or some child nutrition office experience preferred.

- Special Knowledge/Skills:**
- Proficient keyboarding skills.
 - Effective organization, communication, and interpersonal skills.
 - Ability to follow written instructions.
 - Ability to operate multi-line phone system.
 - Ability to communicate effectively in English and Spanish preferred.
 - Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
 - Greet and direct visitors to central administration office.
 - Assist public, staff, and students as needed.
 - Maintain visitor log and issue visitor passes.
 - Prepare mailing and labels using personal computer.
 - Maintain computerized files using personal computer including reports, employee roster, and mailing lists.
 - Sort, distribute, or deliver mail, messages, and other documents.
 - Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
 - Provide clerical assistance as needed.
 - Maintain confidentiality.
 - The employee is frequently required to walk. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.
 - Performs other duties as assigned.
 - Equipment Used: Multi-line phone system, personal computer.
 - Mental Demands/Physical Demands: Maintain emotional control under stress; work with frequent interruptions, continuous sitting.

Application Procedures: **District Employees:**
Letter of Interest and updated résumé.

Non District Applicants:

1. Letter of Interest for each position.
2. Current résumé.
3. Completed application.
4. Copy of transcript(s).
5. Criminal record release.

Contact Person: Jimmy Wyble

Contact Numbers

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; www.paisd.org