

# SOUTHWEST REGION SCHOOLS VACANCY ANNOUNCEMENT

**POSITION TITLE:** Receptionist/Administrative Assistant  
**PAY RANGE:** B \$19.43 - \$20.21/hour DOE  
C \$20.62 - \$21.39/hour DOE  
**LOCATION:** SWRS District Office, Dillingham, Alaska  
**HOURS PER WEEK:** 37.5 hours/week  
**OPENING DATE:** September 15, 2020  
**CLOSING DATE:** September 25, 2020 at 4:30 p.m. or until filled

## DEFINITION

Under general supervision, performs administrative duties for the district office. Will work with all departments on a regular basis.

## TYPICAL TASKS

1. Answers the district office main phone lines, takes messages, and routes calls to appropriate personnel.
2. Has in depth knowledge of the district phone system and trains new staff members on the functions of the system.
3. Delivers and picks up the district USPS mail, including packages on a daily basis. Sorts and removes junk mail. Distributes mail to other staff members/departments.
4. Has working knowledge of the postal meter, updates postal rates as needed, and trains new staff on the functions of the meter.
5. Type, format, and bind reports as necessary.
6. Responsible for equipment maintenance and office security.
7. Copy and mail district office correspondence (letters, newsletters, flyers) directly to parents.
8. Assists all district office departments in copying, binding and packaging materials as needed.
9. Serves as coordinator on flights for Specialists going in and out of Dillingham to the sites.
10. Takes the lead in meeting preparation as needed, including meal preparation when necessary.
11. Maintains the district office supply inventory and compiles orders as necessary.
12. Assists the Registrar for student enrollment processes. Reviews submissions from the sites to insure accurate entry into PowerSchool. Follows up with sites for necessary clarification.
13. Assists the Registrar for Student Records requests for graduates and archived students.
14. Assists the Special Ed. Department with filing and records request.
15. Other duties and responsibilities as assigned.

## QUALIFICATIONS

1. High school diploma or equivalent.
2. Strong verbal, written and interpersonal skills.
3. Ability to organize and prioritize workload; ability to meet deadlines.
4. Ability to use office equipment such as a computer, calculator, copier and fax machine and proficiency with word processing, spreadsheet and electronic mail software.
5. Possess and maintain a current driver's license.
6. Ability to lift boxes up to 70 pounds.

For more information or to apply contact:  
Barbara Andrew, Personnel Officer  
(907) 842-5287