



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

---

<b>Position Title:</b>	Office Assistant/Receptionist Part Time	<b>Location:</b>	HR
<b>Reports To:</b>	Director of HR and Technology	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Part-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	No
<b>Work Year:</b>	261 days / 12 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

---

### Education and Experience Requirements

High school diploma or equivalent.

### Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

Under direction, the Receptionist will be expected to perform a variety of clerical and occasional secretarial activities. This person shall be responsible for typing, duplicating, correlating, filing, scanning, and other routine tasks necessary to the operation of the HR Department. This individual will be expected to work accurately, handle routine efficiently and be able to maintain confidentiality. Regular daily attendance is required.

### Qualifications

- Demonstrated typing skills
- Computer literacy (Excel, PowerPoint, Word, Outlook)
- Ability to communicate effectively, orally and in writing
- Ability to relate well with staff and public
- Operation of routine office equipment
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations.

### Responsibilities and Requirements

- Maintain an attractive and comfortable reception area.
- Answer phones and relay messages, providing a tactful, courteous and informed contact for staff, parents, and the community.
- Assist with public relations.
- Responsible for performing those duties that protect the health and safety of students and employees.
- Other duties as assigned.

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

### Other Information:

- Must be able to pass a fingerprint clearance and background check

### EEOC

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

---

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.