POSITION DESCRIPTION

TITLE: Conference Center Clerk
LOCATION: Conference Center
REPORTS TO: Community Partnership Supervisor
DEPARTMENT: Conference Center

SUMMARY STATEMENT:
Under the supervision of the Community Partnership Supervisor, the Conference Center Clerk will answer and direct incoming District telephone calls, sort and deliver mail, and function as receptionist to visitors to the Conference Center.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Operate the computer in order to prepare various documents.
3. Answer and direct telephone calls using a multiple line attendant console.
4. Sort U.S. and intra-District mail, and deliver to ASC complexes.
5. Communicate with the U.S. Post Office and District staff on preparing various mailings and determining cost-effective mailing procedures.
6. Greet and direct visitors to conference rooms and other District locations.
7. Enter purchase orders and keep accurate records of all purchases and transactions.
8. Copy and distribute printed materials.
9. Relieve Burgundy Complex front desk Monday - Friday, over the lunch hour, answering switchboard phone calls at that location.

OTHER RESPONSIBILITIES:
1. Order supplies for copy machines, mail room, conference rooms, and telephone operations as necessary.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Speaking (66-100%)</th>
<th>Hearing (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting (33-66%)</td>
<td>Standing (33-66%)</td>
<td>Walking (Up to 33%)</td>
</tr>
<tr>
<td>Writing (33-66%)</td>
<td>Acceptable Attendance</td>
<td>Reaching (Up to 33%)</td>
</tr>
<tr>
<td>Lifting/Carrying Up to 50 lbs. (Up to 33%)</td>
<td>Use of Hands and/or arms for repetitive motion (66-100%)</td>
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MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  
(33-66%) = Frequently  
(Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
IBM/PC (clone), multiple line PBX attendant console, audio/visual equipment, postage machine, copy machines, 10-key calculator, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
(Testing may be required.)
1. Light Typing/keyboarding.
2. Experience in a related field, or equivalent training.
3. Demonstrated ability to communicate effectively and possess a positive attitude.
4. Demonstrated ability to perform on the computer, using Windows environment and related applications.
5. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
6. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
7. Demonstrated ability to handle multiple priorities at one time.
8. Demonstrated organizational skills and a commitment to follow through.
9. Demonstrated ability to problem solve.
10. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ________________

District: ___________________________ Date: ________________

Revised Date: 04/26/17
Classification: Clerical
Class: Class I
Display on Web? Yes

Conference Center Clerk