



**Job Title:** One AISD Receptionist and Print Shop Apprentice

**Wage/Hour Status:** Non-Exempt

**Reports To:** Benefits Coordinator and Print Shop Manager

**Pay Grade:** Auxiliary – 2

**Dept./School:** Human Resources

**Revised:** 03/27/2025

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### **Primary Purpose:**

Under moderate supervision, respond to inquiries from staff, students, parents, and the public; provide requested information and/or referral to the appropriate parties; direct visitors; and provide general clerical support for the efficient operation of the central administration office. Assist the Print Shop Manager in the operation of the Print Shop Center and delivery of mail to AISD campuses/facilities and USPS.

### **Qualifications:**

#### **Education/Certification:**

High school diploma or GED

#### **Special Knowledge/Skills:**

Ability to operate multi-line phone system  
Effective public relations, organization, communication, and interpersonal skills  
Ability to speak, read, and understand English & use a translator for Spanish  
Ability to read and comprehend instructions  
Ability to effectively present information in one-on-one situations  
Proficient in keyboarding, 10-key numerical data entry, and file maintenance  
Proficient in email and internet use

#### **Experience:**

3-5 years of clerical experience in an office setting

### **Major Responsibilities and Duties:**

#### **Reception and Phones**

Receive and direct incoming calls, take reliable messages, and route to appropriate staff by asking questions to gather evaluative information for routing calls.

Positively greet visitors (e.g. public, parents, students, substitutes, vendors, etc.), respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security. If needed, use a translator (device or flipchart of basic words) to communicate with visitors.

Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.

Receive deliveries and disseminate materials and information to the appropriate parties.

Remain in the receptionist vestibule and/or lobby unless otherwise directed or in case of an emergency.

Provide clerical assistance as needed.

Compile, maintain, and file all reports, records, and other documents as required.

Maintain confidentiality.



### **Print Shop**

Perform sorting, preparation, delivery, and receiving of all inbound and outbound mail to AISD print shop.

Safely operate and maintain district vehicle while performing mail route to campuses/facilities.

Responsible for processing envelopes, using print shop equipment for district correspondence in a timely manner.

Place accurate postage on external mail for distribution.

Perform copier functions for AISD customers.

Prepare proper documentation for mailouts.

**Other:** Additional duties as assigned.

**Supervisory Responsibilities:** None.

**Mental Demands/Physical Demands:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; multi-line phone system, copier, printing press, cutter, inserter, postage machine, and district vehicle. Exposure to duplicating inks and toner.

**Posture:** Continuous sitting (receptionist); standing, stooping, bending (print shop apprentice).

**Motion:** Repetitive hand motions, including reaching. Frequent keyboarding and use of mouse. Standing and walking frequently (print shop apprentice).

**Lifting:** Light to moderate lifting and carrying (up to 75 pounds).

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions; patience.

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**Pay Grade:** Auxiliary – 2

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The Abilene ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

I understand I work for Abilene ISD and assigned to the \_\_\_\_\_ Department. The foregoing statements describe the general role and responsibilities assigned to this job. I understand this is not an exhaustive list of all responsibilities and duties that may be assigned; other duties may be assigned as needed.

EMPLOYEE SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_