JOB POSTING

TITLE: SECURITY ATTENDANT
(Receptionist)  
SECTION: SECRETARY

DEPARTMENT: ADMINISTRATION  
SRN 14: $2467-$3396

REPORTING RELATIONSHIP:

Reports to: Administrative Services Supervisor

Supervises the following positions: Not applicable

DEFINITION: Under general supervision, is responsible for providing information to visitors and for checking visitors into the building. May also perform a variety of clerical functions as required.

ESSENTIAL FUNCTIONS:

1. Greets and receives visitors, checks identification and issues passes. Arranges for the visitor to see the person called upon.

2. Performs a variety of clerical work.

3. Operates District switchboard and routes incoming calls to appropriate District staff when required.

4. Performs data entry work using IBM AS400, Microsoft Word and Microsoft Excel.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: One year of office related experience preferred, or any combination of training and experience that would likely provide the required knowledge and abilities would be qualifying.

Knowledge of: -Customer service practices  
-Correct English usage, spelling, grammar, and punctuation.  
-Standard office practices and procedures.  
-Office machines and their operation, including typewriters, photocopy and computer work station.  
-Microsoft Word.  
-Microsoft Excel.
MINIMUM QUALIFICATIONS (Cont.):

Abilities:  - Maintain sensitive and confidential information
- Follow oral and written directions.
- Deal tactfully and courteously with customers.
- Establish and maintain cooperative working relations with those contacted in the course of work.
- Operate a computer work station.
- Operate a switchboard.
- Work overtime as required

Education: High school diploma or equivalent. Any office related courses would be helpful.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way would be to have one year of office administrative or customer service experience.

PHYSICAL REQUIREMENTS:

Driving: None.

Sit for prolonged periods of time.

See Attached for physical assessment form.

ONLY QUALIFIED INDIVIDUALS SHOULD APPLY. HUMAN RESOURCES WILL SCREEN ALL APPLICANTS TO DETERMINE QUALIFICATIONS AND ATTENDANCE. ONLY THOSE WITH GOOD ATTENDANCE WILL BE CONSIDERED OR INTERVIEWED.

ALL APPLICANTS MUST HAVE PASSED THEIR INITIAL PROBATIONARY PERIOD IN ORDER TO BE ELIGIBLE FOR TRANSFER OR PROMOTION.

The Coachella Valley Water District reserves the right to change or modify the terms, conditions and salary of this position, or to withdraw this position at any time.