

Job Title: Receptionist Non-Exempt
Reports to: Assistant Superintendent of Human Resources
Dept./School: Human Resources Office

Primary Purpose:

Under direct supervision provide reception and clerical assistance for the efficient operation of the central administration office.

Qualifications:**Education/Certification:**

High school diploma or GED

Special Knowledge/Skills:

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills

Ability to follow written instructions

Ability to operate multi-line phone system

Experience:

One year clerical experience in office setting

Major Responsibilities and Duties:**Reception and Phones**

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct visitors to central administration office.
3. Assist public, staff, and students as needed.
4. Maintain visitor log and issue visitor passes.

Other

5. Prepare mailing and labels using personal computer.

6. Maintain computerized files using personal computer including reports, employee roster, and mailing lists.
7. Sort, distribute, or deliver mail, messages, and other documents.
8. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
9. Provide clerical assistance as needed.
10. Maintain confidentiality.

Supervisory Responsibilities:

None.

Equipment Used:

Multi-line phone system, personal computer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions.
Continuous sitting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____

Date: _____