

60.00

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

RECEPTIONIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Type at a prescribed rate of speed.
- (3) One (1) year office experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to organize and follow directions. Communicate effectively with people. Knowledge of student management techniques. Ability to perform multiple tasks in a stressful situation. Working knowledge of school rules, regulations and policies. Ability to work independently and to carry out assignments to completion with minimum instructions.

REPORTS TO:

Principal

JOB GOAL

To contribute to the efficient operation of the school office.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Compile and type from copy, rough draft or general instructions, letters, reports, bulletins and other routine correspondence.
- * (2) Maintain files, review documents for sufficiency, obtain necessary signatures and route appropriately.
- * (3) Provide information and assistance to students and the general public, in person or by telephone.
- * (4) Maintain significant knowledge of school rules, regulations and procedures.
- (5) Perform clerical and secretarial duties as required.
- (6) Perform notary public activities as required.
- (7) Operate office copy machines as needed.
- (8) Supervise student activities as assigned.

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RECEPTIONIST (Continued)

- * (9) Use effective, positive interpersonal communication skills.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4