



Job Title:	Receptionist	Wage/Hour Status:	Non-Exempt
Reports To:	Principal	Pay Grade:	Paraprofessional Pay Grade 2
Dept. /School:	Campus Assigned	Date Revised:	09/30/2011

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 and typewriter.
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.
11. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Multi-line phone system, personal computer, and typewriter

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

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

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