



## Sumter County School System Job Description

### Receptionist

**Work Schedule:** 240 days

**Organization:** Office of the Superintendent

**Retirement System:** TRSGA

**Reports to:** Executive Assistant to the Superintendent

**FLSA Status:** Non Exempt

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### Primary Function

Project a professional company image through in-person and telephone interaction. Attend to the general public and deal with inquiries regarding the school district either on the telephone or in person.

### Essential Duties

Answer telephone, screen and direct calls

Take and relay messages

Provide information to callers and/or visitors

Greet persons entering the district office

Direct persons to correct destinations

Provide clerical support to Executive Assistant to the Superintendent

Assist with policy manual updates

Distribute policies when approved by the board

Return fund raising requests after board approval

Prepare letters and documents as requested

Receive and sort mail and deliveries

Research purchase order numbers for invoices received in the mail that do not have the appropriate individual's name on it and forward to proper department

Sign for UPS/Fed Ex/Airborne packages

Assist applicants filling out applications as needed

Assist public requesting to appear before the board

Research, price and order supplies for the office of the superintendent

Tidy and maintain the reception area

### **Additional Responsibilities**

Performs other duties assigned by the Superintendent of Schools.

Adheres to all District policies and procedures

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### **Minimum Qualifications**

Education Level: High School Diploma or equivalent. Formal training in office practices, accounting and experience is preferred.

Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills.

Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform responsibilities and duties.

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**Note:** This is not necessarily an all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.