

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

RECEPTIONIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Two (2) years successful experience as a receptionist.
- (3) Switchboard training preferred.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Answer the telephone in a courteous and professional manner. Knowledge of basic office equipment including use of the computer and computer software. Knowledge of basic District practices and procedures. Good oral and written communication skills. Basic mathematical skills.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To contribute to the effective operation of the District by providing prompt and courteous handling of all inquiries and visitors, always presenting a positive image to the public and District personnel.

SUPERVISES:

N/A

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.

Job Description Supplement No. 11

RECEPTIONIST (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Operate a telephone system to relay incoming, outgoing, and inter-office calls.
- * (2) Proficiency in the use of computers and specific software is necessary.
- * (3) Greet all visitors courteously, determine their needs, check appointments, and direct persons to proper person / location.
- * (4) Answer questions of callers, according to policy, take messages for staff members, and locate authorized personnel.
- * (5) Coordinate outgoing and incoming mail and courier.
- * (6) Perform clerical work such as correspondence, filing, reports, copying, and ordering supplies.

Employee Qualities / Responsibilities

- * (7) Keep sensitive information confidential, provided only to supervisor.
- * (8) Maintain regular attendance.
- * (9) Show responsibility by being punctual and proactive in getting necessary work done.

System Support

- * (10) Maintain a broad knowledge of District policies and procedures and support mission and goals.
- * (11) Assist other staff members upon request, thereby reflecting a team effort.
- * (12) Be aware of and sensitive to internal political change.
- (13) Perform other duties as assigned.

*Essential Performance Responsibilities