

**Job Title:** Receptionist, Central Office

**Wage/Hour Status:** Nonexempt

**Reports to:** Administrative Assistant, Superintendent

**Date Revised:** November 21, 2005

**Dept./School:** Central Office

**Primary Purpose:**

Provide reception and clerical assistance for the efficient operation of the central administration office.

**Preferred Minimum Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Proficient keyboarding skills and common office software  
Effective organization, communication, and interpersonal skills  
Ability to follow written instructions  
Ability to operate multi-line phone system

**Experience:**

Appropriate 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 as needed

**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 as needed.
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, FAX and other office equipment as needed.

**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.

Approved by Ned Burns, Superintendent

Date November 21, 2005