

**Job Title:** Receptionist

**Exemption Status/Test:** Nonexempt

**Reports to:** Director Of Programs

**Date Revised:** February 2019

**Dept./School:** Central Office

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### Primary Purpose:

Under moderate supervision, respond to inquiries from staff, students, parents, and the public; provide requested information and/or referral to the appropriate parties; direct visitors; and provide general clerical support for the efficient operation of the central administration office. Work under close supervision and follow established procedures to maintain accounting records and process accounts payables according to standard accounting procedures.

### Qualifications:

#### Education/Certification:

High school diploma or GED

#### Special Knowledge/Skills:

Ability to operate multi-line phone system

Effective public relations, organization, communication, and interpersonal skills

Ability to speak, read, and understand English

Ability to read and comprehend instructions

Ability to effectively present information in one-on-one situations

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Knowledge of basic accounting procedures

#### Experience:

5 years of clerical experience in an 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 visitors (e.g. public, parents, students, substitutes, vendors, etc.) respond to their inquiries and/or direct them to appropriate personnel in accordance with district policies and procedures regarding building security.
3. Maintain visitor log and issue visitor passes (Raptor System).
4. Respond to emergency calls and notify appropriate parties to address immediate safety and/or security issues.
5. Receive deliveries and disseminate materials and information to the appropriate parties.

**Other**

- 6. Provide clerical assistance as needed.
- 7. Compile, maintain, and file all reports, records, and other documents as required. Assist with transcript requests as needed.
- 8. Maintain confidentiality.
- 9. Follow district safety protocols and emergency procedures.

**Data Entry**

- 10. Input data into accounting system.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; multi-line phone system

**Posture:** Continuous sitting

**Motion:** Repetitive hand motions including reaching. Frequent keyboarding and use of mouse.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Reception desk in the administrative/central office

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_