

JOB TITLE: RECEPTIONIST

RESPONSIBLE TO: Assigned Supervisor

FLSA Status: _____ Non-Exempt

JOB GOAL: Prompt and courteous handling of all office inquiries and visitors

QUALIFICATIONS:

1. High school diploma or equivalent
2. Word processing, telephone and interpersonal skills
3. Knowledge of general office procedures related to organization, filing, preparation of documents, etc.
- 4.

JOB DUTIES AND RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs, and refers to appropriate area
2. Answers office telephone and responds appropriately to requests for information
3. Maintains reception area to accommodate visitors
4. Receives and processes all system and post office incoming and outgoing mail
5. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Months/Days set by board 8 hours per day

SALARY RANGE: ACCORDING TO BOARD SALARY SCHEDULE

EVALUATION: According to established Board policies and administrative procedures and guidelines