



NEW: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	RECEPTIONIST/CLERK
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8721
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the operation of the receptionist area, supplies general information to the public regarding the District, screens all visitors and refers them to proper departments, schedules meetings in various areas and reports malfunction equipment (including telephones and vending machines).

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists the public by providing telephone numbers of all offices and by supplying general information regarding the school district
- Checks in visitors with valid purpose, refers them to proper department, and informs the manager of any suspicious person or activity
- Schedules meetings for various conference areas as requested
- Notifies appropriate personnel of malfunctioning equipment including the telephones (problems) and vending machines
- Answers incoming telephone calls for the assigned Center and directs them to the appropriate personnel
- Performs clerical duties (including filing and word processing)
- Maintains an updated list of telephone numbers of employees housed at the Center
- Maintains records and schedules appointments for pool cars
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Word processing skills
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Proficiency in clerical skills
- Knowledge of Jefferson County Public Schools policies and procedures
- Experience in a diverse workplace