



REVISED: 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