

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

RECEPTIONIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) One (1) year experience in office work.
- (3) Type at a prescribed rate of 35 CWPM.
- (4) Switchboard training desirable.
- (5) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet the public. Answer telephone in a courteous and professional manner. Knowledge of basic office equipment. Ability to type at a prescribed rate and to utilize the computer for certain job requirements. Knowledge of basic practices and procedures in operation of District. Good oral and written communication skills. Basic mathematics skills.

REPORTS TO:

Superintendent's Office

JOB GOAL

To contribute to the effective operation of the District by providing prompt and courteous handling of all inquiries and visitors thereby, presenting a positive image to District personnel and the general public.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Operate a telephone system to relay incoming, outgoing and inter-office calls.
- * (2) Greet all visitors courteously, determine their needs, check appointments and direct persons to proper person / location.
- * (3) Answer questions of callers, according to school policy, take messages for staff members, and locate authorized personnel.
- * (4) Coordinate incoming and outgoing mail and courier.
- * (5) Perform clerical work such as filing, correspondence, reports, memoranda and forms.
- (6) Maintain schedule of facility use as directed.
- * (7) Perform financial tasks as assigned.
- (8) Utilize the computer to facilitate duties.
- (9) Assist other staff members upon request.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(11) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

RECEPTIONIST (Continued)

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

**Job Description Supplement Code 6
Group 1 of the ESP Salary Schedule
DOE Job Code 73095**

Revised Board Approval 04/11/2017