<center>SCHOOL DISTRICT OF NEWBERRY COUNTY</center>

<center>**JOB DESCRIPTION**</center>

TITLE: District Receptionist

FLSA: Non-exempt
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GENERAL SUMMARY

Serves as the initial contact for all general District telephone inquiries and foot traffic. Contributes to effective school/public relations by prompt and courteous handling of all telephone calls, inquiries, and visitors to the District Office and disseminates general information.   Provides secretarial and administrative support as requested. Reports to the Executive Director of Human Resource Services

ESSENTIAL FUNCTIONS

Greets all visitors courteously, determines their needs, checks appointments, and directs or assists them to the proper person(s). Responds to phone calls in a prompt, professional and courteous manner.

Maintains an attractive and comfortable reception area. Immediately reports any suspicious or unusual behavior on the part of visitors, including those visitors who by-pass the reception desk.

Displays efficiency in processing all out-going mail, which includes carrying the mail to the post office at the end of each business day.

Prepares courier packets and distributes appropriately. Promptly distributes daily mail received from the post office and courier.

Receives and distributes all in-coming mail for the Human Resource Services Department. Compiles and distributes in a timely manner certified and classified employment applications. Responds to all telephone requests for verifications of employment. Keeps an adequate supply of recruitment packages on hand at all times.

Responds to complaints and inquiries of a routine and non-routine nature, or refers them to appropriate persons and/or departments as needed.

May provide clerical or administrative assistance as a back-up to other departmental or division staff.

Interacts with various business persons, district administrators and staff, students, parents, government officials and agencies, etc.

Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, typewriter, telephone system, etc.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

High school graduate with one to two years of clerical experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Knowledge of Business English, grammar, spelling, punctuation, and mathematical computation. Working knowledge of departmental policies, procedures, and operations. Comprehensive knowledge of District switchboard, phone and computer systems. Knowledge of departmental responsibilities and key contact personnel. Knowledge of modern office procedures, systems and equipment such as typewriters, calculators, and word processors.

Skills/Effort:

Ability to interact professionally and courteously with others, including difficult people. Ability to maintain standards of accuracy in exercising duties. Ability to operate a switchboard and forward calls. Ability to work on various assignments and secretarial tasks. Ability to type clear copy at the minimum required rate. Skill in the use of general office equipment such as calculators, word processors, computers, etc. Good written and verbal communication, organization, mathematical, organizational, and telephone skills.

Working Conditions:

Conducts duties in an office environment with no significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that required constant attention, and meeting deadlines. Physical demands are restricted to office work requiring lifting/moving of items weighing up to 25 pounds. Job requires the operation of standard office equipment. Nature of job requires frequent use of computer and monitors for long durations.

Responsibility:

No budgetary or supervisory responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES/APPROVAL:

_____ Date: _____

_____ Date: _____

_____ Date: _____