**Receptionist**  
   
**Position Purpose**

Answers phones, directs calls, greets and directs visitors and staff, and assists with general office support as needed.  
  
**Essential Job Functions**

* Assists with answering telephone calls and providing information and assistance to callers.
* Greets visitors and directs them to their proper destination.
* Performs various clerical tasks such as mailings, typing reports, distributing mail, and preparing general correspondence.
* Monitors security systems or procedures.

**Additional Duties**  
Performs other related duties as assigned.

**Note:** The above description is illustrative of tasks and responsibilities.  It is not meant to be all inclusive of every task or responsibility.

**Equipment**  
Uses standard office equipment, such as personal computers, copy machines, fax machines, and telephones.  
  
**Travel Requirements**  
None  
  
**Knowledge, Skills and Abilities**

* Ability to carry out instructions furnished in written or verbal form.
* Ability to understand, apply and use personal computers and software applications, including Microsoft Office Products.
* Ability to work with a diverse group of individuals.
* Ability to maintain confidentiality of information.
* Effective writing and verbal communication skills.
* Ability to problem solve job related issues.
* Must be accurate and timely in preparation of work.

**Physical and Mental Demands, Work Hazards**

* Work in standard office and school building environments.

**Qualifications Profile**

* High School diploma or equivalent.
* 3 months general office procedures experience preferred.
* Bilingual preferred.

**FLSA Status:** Non-exempt

**Date: 5/7/2021**