

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Receptionist Internal Services

GENERAL DESCRIPTION

The essential functions of the positions within the organization is to act as the receptionist for the District administration building] and the switchboard operator for the district. The position is responsible for greeting and assisting visitors and staff, answering the telephone, maintaining records, entering computer data, providing professional and courteous customer service at all times, and performing related work as assigned. The position works under direct supervision according to set procedures.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate personnel; takes messages as needed.

Greets office visitors.

Provide access to visitors into the building only as directed by staff.

Sorts incoming mail into mail slots for pick up.

Meters outgoing mail for daily pick up. Monitor postage machine for balance and notify supervisor when balance falls below designated threshold or requires maintenance.

Receive deliveries for the administration building. Maintain package log on all incoming packages received at the district. Notify staff of package receipt and ensure packages are signed for at pick up.

Assist courier to ensure all packages going up the keys are included in the weekly run.

Unlock and lock lobby doors at the start and close of business daily.

Ensure that flag is raised each morning and removed prior to leaving.

Ensure lobby and switchboard areas are kept neat and presentable throughout the day.

Assist with special projects as assigned by Supervisor.

Assists supervisor and other department staff by performing a variety of secretarial and clerical duties; performs other routine clerical work, including but not limited to copying documents, filing documents and retrieving files, sending and receiving faxes, assembling materials, running errands, processing daily mail, maintaining lists and logs, and other tasks.

Receives and responds to inquiries and requests for assistance from school and District personnel, parents and the public.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities,

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duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Enters and or posts data and other information.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Provides information, guidance and assistance to people including staff and members of the public.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving moderate economies and/or preventing moderate losses through the management of handling of supplies of high value.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Use addition, subtraction, multiplication and division.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads and interprets procedures, technical instruction and charts; compose routine reports, form and charts; prepares business letters with proper format and grammar; speaks to staff and members of the public. Must be able to write and communicate in the English language.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs routine work involving rules/regulations as well as district policy and procedure. Involves some level of problem solving, attention to detail and accurate record keeping. Normal attention with periods of heightened concentration required as well as occasional exposure to pressure to meet deadlines.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

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Makes decisions with minimal impact - affects entire organization.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Will utilize standard office equipment. Requires some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires a moderate level of responsibility for safety and health of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

"Education Requirements" refers to job specific training and education required for entry into the position.

Requires a high school diploma.

Licenses Certifications Registrations Required:

"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None

Experience Requirements:

"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires one year of related job experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.

Majority of work is in an office which is sedentary involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis and up to 30 pounds of force on occasion and some dexterity in operating office equipment.

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or

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injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Hourly

Reports To:

Director of Internal Services

Supervises:

N/A

PAY GRADE: From: 110A1 To: 110S2

Number of Months: 12 Number of Days: 254 Hours: 8

Non-exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Board Approved 3/21/17
Aligned Title Change 77611