

RECEPTIONIST**DEFINITION**

Under supervision, to act as a receptionist answering inquiries and providing routine information; and to do other related work as required.

EXAMPLES OF DUTIES

Answers routine inquiries for the general public and assists them by providing directions to offices and persons from whom they may receive assistance; takes messages and transmits them; sorts, collates and distributes materials; posts to records and develops files; receives, sorts and date stamps office mail; types lists, reports and routine correspondence; performs a variety of routine clerical functions, including the operation of standard equipment and machines; arranges the telephone system to receive night connections; place and maintain a record of long distance calls.

MINIMUM QUALIFICATIONSKnowledge of:

Modern office practices and procedures;
Correct English usage, spelling, grammar and punctuation;
Standard office machines and equipment.

Ability to:

Perform a variety of routine clerical work;
Type at a net corrected speed of 40 words per minute or have demonstrated word processing skills;
Deal with the public and the general educational community in a tactful and courteous manner;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

Education:

One year of general clerical experience, including telephone or public contact duties.

Experience:

Equivalent to the completion of the twelfth grade; desirable bilingual (English/Spanish) oral and written ability.

ASSIGNMENT

Full-time, 10 months per year