

# WALTON COUNTY SCHOOL DISTRICT

## POSITION DESCRIPTION

### RECEPTIONIST

#### QUALIFICATIONS:

1. Minimum of high school diploma or equivalent.
2. Proficient in typing and filing.
3. Knowledge of office procedures and the operation of office equipment.
4. Proficient in general computer skills and software products.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director, Coordinator, Principal or other personnel assigned.

**SUPERVISES:** None

#### POSITION GOALS

Creates a positive first impression of the assigned department with proper greetings and a courteous, professional image. Communicates effectively and timely with department staff. Assists and relieves department staff of paperwork and office details.

#### PERFORMANCE RESPONSIBILITIES:

1. Acts as office receptionist: answers telephone, greets visitors and school personnel.
2. Relays general information to visitors and personnel.
3. Performs office routines and practices associated with a busy office.
4. Obtains, assembles and organizes pertinent data into usable forms, as needed.
5. Assists assigned department with paperwork, computer tasks and office duties.
6. Sorts and distributes incoming mail daily. Receives, posts and delivers outgoing mail to post office daily. Maintains postage funds.
7. Sorts and distributes incoming and outgoing courier mail daily.
8. Receives and sorts supplies when received.
9. Performs other duties assigned.

**TERMS OF EMPLOYMENT:** Twelve (12) months. 7.5 hour work day. Salary to be based on the Board adopted non-instructional salary schedule.

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the Board policy for evaluation of non-instructional personnel.