

Union Public Schools Job Description

Position Title: Receptionist
Department: Human Resources
Reports To: Human Resources Technical Specialist

FLSA Designation: Non-exempt

SUMMARY: To contribute to effective school-public relations by prompt and courteous handling of all inquires and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Answers and directs incoming calls as courteously and quickly as possible.
- Takes messages when calls cannot be directed and deliver messages promptly.
- Greets and directs all visitors in a courteous and timely manner.
- Coordinates checking visitors in and out of the Human Resources office during the workday.
- Assists visitors with applications and questions.
- Assists the Human Resources Support Representative with new employee paperwork.
- Sorts file room paperwork.
- Assists Human Resources staff with large projects.
- Attends staff meetings as required.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Basic computer skills to include word processing and database knowledge; ability to work with others in a demanding pressured atmosphere; flexible in adapting to changing workload; high school diploma or general educational degree (GED), and one (1) to three (3) months related experience and/ or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: None

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, visitors and other employees.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate.