

## Union Public Schools Job Description

**Position Title:** Receptionist  
**Department:** Education Service Center  
**Reports To:** Administrative Assistant to the Superintendent

**FLSA Designation:** Non-exempt

**SUMMARY:** Operates multi-line switchboard to relay incoming, outgoing, and interoffice calls. Greets and directs visitors and scheduled appointments.

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

- Operates a multi-line switchboard.
- Routes calls to staff.
- Distributes payroll to ESC staff.
- Receives and mails requests for employment application for prospective teachers, administrators, support and substitutes.
- Files Facilities Use Forms to coordinate with District Calendar.
- Maintains current newspaper file for the Superintendent.
- Makes long-distance phone calls for ESC staff.
- Assists other departments as needed on special projects.
- Responds to telephone inquiries regarding school programs and activities.
- Supplies information to callers.
- Receives visitors, obtains name and nature of business.
- Schedules ESC conference rooms.
- Performs clerical duties such as typing correspondence, proofreading, sorting and delivering messages, photocopying, assisting with large mailing projects.
- Maintains Gold Key Pass databases and distributes passes.
- 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:** 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. Computer experience desired.

**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 customers, clients, and other

employees of the organization, Ability to verbally communicate in a calm, professional manner to distraught callers and visitors.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to operate office machines and personal computer and related software. 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, talk or hear. The employee will occasionally reach with hands and arms and will frequently repeat the same hand, arm or finger motions such as when typing. Employee will frequently interact with other staff members. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee may occasionally lift up to 25 pounds, such as boxes of paper.

**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, although it can vary depending on daily activity.