

**RECEPTIONIST**

**JOB SUMMARY**

Responsible for answering all incoming calls and routing them appropriately, assisting visitors, sorting incoming and outgoing mail, and providing various secretarial services as requested by Central Office staff.

**QUALIFICATIONS**

- High school diploma (or GED)
- One year experience so that with appropriate training, service may be provided in the specific role for which employed
- Knowledge of typing, office machines, and computers
- Ability to function in a variety of word processing, database, and spreadsheet programs
- Such alternatives to the above qualifications as the Director of Schools/Assistant Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Director of Schools/Assistant Director of Schools
- Provide a warm, friendly environment for visitors, employees, and such in the reception area
- Receive telephone calls; screen, handle or refer routine calls as necessary; determine and collect information necessary to process calls
- Prepare correspondence, memorandums, reports, and other written correspondence as required
- Maintain and prepare various forms, reports, files and records as requested by the Director of Schools/Assistant Director of Schools
- Maintain copies of system forms as needed (employment applications, student transfer form, school calendar, etc.)
- Prepare requisitions for equipment and supplies; complete necessary documentation for payment
- Prepare U.S. mail for daily delivery to the Post Office/Mailbox
- Open U.S., interoffice and school mail; date, read and determine those that can be acted upon personally or referred to others; maintain records of documents and follow-up on reply/action
- Verify and sign for shipments from outside carriers (UPS, FedEx, DHL, etc.) and notify proper office or individual of receipt of goods
- Monitor the Lebanon Special School District system radio for any issues that may need immediate attention and notify the Director of Schools/Assistant Director of Schools accordingly
- Perform duties such as filing, typing, faxing, copying, etc., as necessary and requested
- Perform other duties as assigned by the Assistant Director/Director of Schools