

MARION COUNTY JOB DESCRIPTION

Position Title: Receptionist

Department: Central Office

Reports To: Superintendent/Finance Director

Approved By: Marion County Board of Education

Date: June 2015

SUMMARY: Responsible for the operation of the reception area, supplies general information to the public regarding the school district, screens all visitors and refers them to proper departments and reports malfunctioning of equipment.

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

- Answers incoming telephone calls and directs caller to the appropriate personnel.
- Assists the public by supplying general information regarding the school district.
- Checks in visitors with valid purpose, refers them to proper department, and informs the supervisor of any suspicious person or activity.
- Maintains an updated list of telephone numbers of employees housed at the Central Office.
- Maintains records and assists with mailings, copying, and other activities, as assigned.
- Prepares weekly mailings from newspaper articles involving MCPS students.
- Accepts and sorts U.S. mail daily, and delivers first class mail to the Administrative Assistant to the Superintendent.
- Receives all incoming checks/cash and records such receipt before delivering the checks to the Administrative Assistant to the Superintendent for deposit.
- Processes all educational verifications.
- Processes all paperwork for the billing and transfer of transportation costs obtained from Bus Request Forms.
- Processes all MUNIS entries as assigned by the Finance Director.
- Performs clerical duties, as assigned.
- Performs other duties as assigned by the Superintendent/Finance Director.

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, 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 education degree (GED) with at least two (2) years of experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

MATHEMATICAL SKILLS: Ability to calculate figures and amount such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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: Knowledge of bookkeeping practices and ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. 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 and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds, such as files or computer reports. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those 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.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

