

TITLE*Receptionist***QUALIFICATIONS**

- Not less than a high school education or general equivalency diploma;
- At least one (1) year of experience so that with appropriate training, assigned duties may be carried out;
- Knowledge of typing, office machines, and computers; and
- Meets the health and physical requirements.

JOB GOAL

To receive and channel all incoming calls, provide assistance to the public, and perform various routine office assignments.

ESSENTIAL FUNCTIONS

- Receives and channels incoming calls and provides public service information;
- Maintains reservation calendar for conference rooms;
- Orders and distributes office supplies;
- Distributes payroll checks;
- Operates fax machine;
- Performs general clerical duties; and
- Performs such other duties as assigned to run and maintain an efficiently operated office.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs., such as dockets, ledgers, and small tools. Other physical demands that may be required are as follows:

- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching
- Talking
- Hearing
- Seeing

VOCATIONAL PREPARATION

The required vocational preparation may come from any of the following:

- Vocational education
- Apprentice training
- On the job training
- Essential experience

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with people.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Form Perception:* To make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.
- *Motor Coordination:* Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
- *Manual Dexterity:* Ability to move the hands and manipulate small objects with the fingers rapidly or accurately.
- *Color Discrimination:* Ability to perceive or recognize similarities or differences in colors or in shades or other values of the same color.

WORK CONDITIONS

Normal working environment. May not always have privacy or quiet place to work.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Receptionist