

## **Vail School District Job Description**

**Job Title: Receptionist**

**Department:** School and/or District Offices

**Reports To:** Principal and/or Directors

**FLSA Status:** Nonexempt

**Classification:** Level 3

**Revised:** August 24, 2012

### **SUMMARY**

Operates multi-line telephone system to answer incoming calls and directs callers and guests to appropriate personnel by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Welcomes visitors, determines nature of business, and announces visitors to appropriate personnel.

Monitors visitor access and issues passes when required.

Retrieves messages from voice mail and forward to appropriate personnel.

Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.

Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.

Answers questions about the organization and provides callers with address, directions, and other information.

Explain employment processes to applicants and verify all employment requirements are included with new applications.

Updates appointment calendars.

Maintain automated applicant database.

Respond to e-mail inquires from applicants.

Receives, sorts, and routes mail, and maintains and routes publications.

Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.

Assists Volunteer Coordinator by welcoming volunteers and directing them to appropriate locations.

Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.

Performs other clerical duties as needed, such as filing, photocopying, and collating.

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#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS** 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)

One to three months related experience and/or training; or equivalent combination of education and 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 to employees of the organization.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **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.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

**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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and 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 moderate.