



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 10/87; 5/92; 6/92; 6/93; 6/94; 1/95; 10/96; 1/98;  
6/07; 5/08; 2/12; 10/12; 1/18; 10/21; 10/23

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Receptionist, Human Resources	<b>JOB CODE:</b> 474E
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Office Clerical-Technician Annual
<b>DEPARTMENT:</b> Human Resources	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> HR Director	<b>PAY GRADE:</b> Rank IV (NC04)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Serves as a receptionist for Human Resources.	

**REQUIREMENTS:**

1. Educational Level: High School Diploma or HSE required
2. Certification/License Required: None
3. Experience: 1-2 years of routine clerical experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; strong public relations and telephone skills, basic knowledge of MS Office, Windows, and web browsers

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Provides the highest level of customer service while interacting with both internal and external stakeholders.
3.	Uses established guidelines for call handling, to provide information and/or route calls to appropriate locations.
4.	Greets, assists, and announces visitors. Implements visitor sign-in & sign-out process.
5.	Maintains a professional workspace which reflects positively on the district in the presence of stakeholders.
6.	Provides instructions and 1 <sup>st</sup> level support to visitors/applicants based on best practices.
7.	Distributes items left for pickup and disseminates requested information.
8.	Accesses and navigates CCSD website to provide information as needed to both internal and external stakeholders.
9.	Photocopies documents for staff and visitors as needed.
10.	Assists Human Resources Secretaries as needed.
11.	Coordinates submission of maintenance work orders for the Human Resources facility.
12.	Performs other duties as assigned.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_