

# PARSIPPANT-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** Receptionist

**REPORTS TO:** Chief of Staff/Public Information Officer

**QUALIFICATIONS:**

1. High school diploma or equivalent training
2. Minimum experience as determined by the Board of Education
3. Maintains pleasant demeanor and has strong interpersonal skills
4. Knowledge of automated office equipment, and efficient office procedures
5. Excellent telephone skills and ability to communicate effectively
6. Ability to multi-task
7. Has good working knowledge of computers and Microsoft office applications
8. Maintains confidentiality as required and appropriate
9. Required criminal background check and proof of U.S. citizenship or resident alien status

**JOB GOAL:** To answer and direct incoming calls and visitors to appropriate individuals; to take and forward messages as necessary; and be responsible for routine clerical and record keeping functions

### **PERFORMANCE RESPONSIBILITIES:**

1. Maintain front desk in a professional and pleasant manner.
2. Oversee and greet visitor entry to the central office and maintain sign-in log.
3. Answer central office switchboard in a professional and pleasant manner and properly transfer calls.
4. Photocopy and distribute Use of Facility Applications.
5. Organize vouchers and invoices for bookkeeping department.
6. File Pupil Accident Reports.
7. File School Fire Drill Reports.
8. Perform such other duties as may be assigned.

Approved: 5/12/09

Revised: 7/20/17