



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

JOB DESCRIPTION

POSITION TITLE: Receptionist, Human Resources	JOB CODE: 474E
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical-Technician Annual
DEPARTMENT: Human Resources	WORKDAYS: 238 Days
REPORTS TO: HR Director	PAY GRADE: Rank IV (NC04)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Serves as a receptionist for Human Resources.	

REQUIREMENTS:

1. Educational Level: High School Diploma or GED 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 st 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 _____