

**WARREN COUNTY PUBLIC SCHOOLS**

**JOB TITLE:** Receptionist/Secretary

**LOCATION:** Various Schools within Division

**JOB CATERGORY:** Professional/Support

**PAY SCALE:** Grade 9

**FLSA:** Non-Exempt

**IMMEDIATE SUPERVISOR:** Building  
Administrator

**GENERAL DEFINITION AND CONDITIONS OF WORK**

Performs a variety of general office clerical duties and processes and transmits information to the staff and other organizations as directed.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations may include, but not be limited to, the following functions/tasks:

- Maintains and respects confidentiality of student and school personnel information;
- ® Serves as secretary/receptionist to the building administrator(s) and staff; provides information; prepares correspondences and related matters; prepares and maintains files and records; assists administrators;
- ® Serves as a receptionist, receives and greets persons or groups calling on building administrator(s); answers telephones, provides information, scans documents, takes and dispatches messages;
- ® Processes general correspondence, memorandum, reports, schedules, manuals, bulletins, agendas, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction;
- ® Answers correspondence as directed by building administrator(s);
- ® Maintains appointment calendar, schedules appointments, conferences, and meetings;
- ® Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures;
- ® Maintains records and generates appropriate reports;
- ® Requisitions supplies and materials for office and office copy equipment;
- ® Receives, sorts and processes mail;
- ® Operates standard office equipment to include, word-processing and data processing equipment, copiers, laminators, etc .;
- ® Supplies routine information to staff members, building administrator(s), and others;
- ® Handles a variety of routine technical and administrative assignments;
- ® Photocopies and prepares booklets, handouts, and general correspondences for building administration;
- ® Monitors and maintains operational function of the photocopy machine;
- ® Complies with and supports school and division regulations and policies;
- ® Provides a good role model in appearance, demeanor, dress and behavior;
- ® Models non-discriminatory practices in all activities;
- ® Performs related duties as assigned by building administrator(s) in accordance with the school/system policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General know ledge of standard office practices, procedures, equipment and secretarial techniques; thorough know ledge of business, language, spelling and arithmetic ; ability to word process accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with others; ability to follow oral and written instructions.

### **EDUCATION AND EXPERIENCE**

Candidate must possess any combination of education and experience equivalent to graduation from high school including or supplemented by courses in general office practices and procedures and clerical and secretarial experience.

### **SPECIAL REQUIREMENTS**

Must possess word processing skills. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

### **EVALUATION**

The building administrator(s) will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.