POSITION DESCRIPTION

POSITION: Clerk/Receptionist I

REPORTS TO: Human Resources Director

SUPERVISES: N/A

FLA. STATUS: __Exempt __X_Non-Exempt

GENERAL STATEMENT OF DUTIES:

Performs general receptionist duties, prepares small photocopying assignments, and types a variety of correspondence. Performs various other administrative duties as needed/able.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- 1. Directs inquiries and requests for services to appropriate staff member.
- 2. Greets visitors, answers telephone, takes messages, and refers callers as appropriate.
- 3. Monitors incoming and outgoing faxes.
- Compiles statistical data and enters it into computer system as required by the staff.
- 5. Does small photocopying of reports, mailings, handouts, and other correspondence as needed by staff.
- 6. Provides support to staff toward the performance of their duties, particularly by preparing sub-assignments such as typing a section of a report, filing, or organizing correspondence.
- 7. Types reports, letters, and other correspondence as required.
- 8. Communicates messages thoroughly and efficiently, and presents a good public image to outside callers and visitors.
- Opens and distributes mail.
- 10. Performs other duties as required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must have experience with modern office procedures and the ability to use office equipment and software products.

Must be able to establish and maintain good working relationships with others.

Must possess excellent oral and written communication skills.

Requires knowledge, skills, and secretarial abilities equivalent to completion of high school with courses in typing using work processing programs and other computer equipment.

Must be able to transport mail and supplies as needed.

12/05