

## HR: Central Office Receptionist

<b><u>Reports to:</u></b>	<b>Assistant Superintendent for Human Resources</b>
<b><u>Supervises:</u></b>	<b>None</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>Finance/HR I - 63</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Non-Exempt</b>

- Qualifications:**
- **Associate degree preferred**
  - **Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities**
  - **Ability to multi-task, comprehend written and verbal communication and follow directions**
  - **Familiar with using basic computer software (Microsoft Word, Adobe Acrobat, Google Docs, Powerpoint, email, etc.)**
  - **Familiar with office equipment (Multi-line switchboard, printer, scanner, fax machine, etc.)**
  - **Communicate effectively (written and verbal)**

### **Essential Job Functions:**

- Answers Central Office switchboard phone calls in a pleasant, informed manner for the purpose of providing information and creating a good image of the district
- Manages telephone message system (office hours, inclement weather and other recorded messages)
- Greets visitors to the Central Office in a pleasant and informed manner
- Interacts and answers questions professionally and appropriately with vendors, the public, and district staff in person, via telephone, or via email
- Keeps work area clean and presentable to guests while also ensuring that confidential information is secure at all times
- Maintains confidentiality of information regarding staff and students
- Responds to inquiries for the purpose of referrals and directions as may be required
- Forwards requests for information and messages to the appropriate individuals
- Performs other clerical tasks as assigned including word processing, creating databases, typing letters, proofreading, etc.
- Maintains job descriptions
- Provides former students with student records requests
- Coordinates the annual cumulative file scan and archive process between the high schools and Scrib
- Assists with annual Teacher and Principal of the Year banquet as well as retirement banquet
- Performs other duties and responsibilities as assigned by supervisor

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### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment