



## RECEPTIONIST

DEPARTMENT: CHARTER SCHOOLS

### CHARACTERISTICS OF THE CLASS

This work involves telephone responsibilities, typing and various clerical functions pertaining to the daily operation of the Charter Schools..

### EXAMPLES OF ESSENTIAL FUNCTIONS

1. Answering telephone, proper channeling of calls and taking complete messages.
2. Providing general information concerning the programs at the center via telephone including logging of such calls.
3. Sorting and distributing of mail to appropriate staff members.
4. Assisting center administrative secretary, and coordinators with special assignments or projects.
5. Typing for center staff members including reports, press releases, thank you letters, notices and inter-office memos, etc.
6. Assisting with necessary center forms, bookkeeping, supply inventory, requisitions, etc.
7. Assisting staff members in updating confidential client filing system.
8. Making copies for staff members.
9. Other clerical duties as directed by supervisor.

### REQUIREMENTS

High School Diploma, Clerical and typing experience. Familiar with general office practices and procedures and office machines. Calm and patient manner in dealing with people. Pleasant telephone presentation.