

Somerset County Public Schools

Job Description

Job Title: Office Associate I - Receptionist
Department: Administration
Reports To: Principal/Superintendent or designee
FLSA Status: Non Exempt
Prepared By: Beth Whitelock
Prepared Date: December 19, 2016
Approved By:
Approved Date:

I. Summary – This is a receptionist position that requires the person to be knowledgeable, alert, efficient, courteous, and friendly to individuals calling on the telephone or visiting in person. This person is responsible for coverage of the front desk and telephone switchboard at all times. Individual is also responsible for keeping an account of where the office staff is and how they can be reached if necessary.

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Principal, Superintendent or his designee.

- Answers telephone; takes messages and distributes them to staff.
- Accepts packages and supplies.
- Operates main switchboard if applicable.
- Opens and distributes mail. Operates postage machine.
- Accepts payments for various billing entities and provides receipts.
- Answers questions from the general public.
- Is alert and aware of the daily bus radio operation.
- Reserves conference rooms for business meetings.
- Provides clerical assistance to other administrative/clerical staff.
- Maintains the Material Safety Data Sheet log/Pest Management Log

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Must have a High School Diploma or GED. Must have previous experience in a fast paced office performing clerical duties.

B. Language Skills

Must have excellent oral and written communication skills. Must speak clearly on the telephone in a pleasant manner.

C. Reasoning Ability

Must be able to remain calm under pressure and respond to questions from individuals that might be agitated in a professional manner.

D. Computer Skills

Must have working knowledge of Microsoft Office Products and email applications.

H. Other Qualifications

This is a position where the individual is confined to the desk/telephone most of the day. Must be able to work in a stationary location for a majority of the work day.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.