

DYER COUNTY SCHOOLS

TITLE: **RECEPTIONIST**

QUALIFICATIONS:

1. High school diploma plus appropriate job experience completed.
2. A working knowledge of basic office procedures
3. Such alternatives to the above qualifications as the Administration, Director of Schools, and Board may find appropriate and acceptable.

REPORTS TO: Director of Schools

JOB GOAL: To contribute to effective school/public relations by prompt and courteous handling of all inquiries and visitors. To assist in the administration of the district's business affairs in order to provide the maximum educational services for the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for opening front door at 8:00 a.m. and locking up at 4:00 p.m.
2. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to the proper person.
3. Handles all incoming telephone calls pleasantly and efficiently. Responds appropriately to requests for information.
4. Receives and sorts all incoming and outgoing mail. Distributes incoming mail to each person's in-house mailbox.
5. Handles all packages with U.P.S., U.S. Post Office or other appropriate methods.
6. Handles all special delivery, certified, and registered mail matters.
7. Supervises use of postal scale and postage machine. Maintains an adequate supply of postage in machine and other supplies for the machine. Keeps abreast of current postal rates.
8. Processes monthly purchase orders for local vendors. Mails monthly purchase orders to vendors. Routes file copy of monthly purchase orders.
9. Maintains an adequate supply of report forms used by the individual schools throughout the year.
10. Responsible for placing calls for repairs on telephones and all other equipment in office upon request.
11. Clips and files newspaper articles pertaining to Dyer County Schools.
12. Provides student school records to another school system or individual upon request.
13. Handles student records. If inactive, student files are maintained in student record files room. If transferring, student record will be sent to appropriate school.

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14. Take outgoing mail daily to the post office at the end of the day.
15. Responsible for Choctaw Childcare funds making timely deposits as required by audit.
16. Enter invoices daily for office manager and bookkeepers.
17. Collect and receipt any cash/checks received.
18. Prepare a deposit slip and deliver to the Trustee's Office within 3 days.
19. Assists the Director of Schools in notifying the public of school openings and closings due to snow, ice or other hazardous conditions.
20. Performs such other duties as may be assigned by the Director of Schools.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Director of Schools and/or the Board.

**Essential Job Functions
Minimum Physical Safety Requirements
Dyer County Board of Education**

Receptionist

Department - Business

This position requires the employee to perform various clerical and bookkeeping functions. The employee must utilize the normal array of office equipment, including computers, copy machines, telephone, and other routine office machinery. Other duties include filing, and completing paperwork.

SPECIFICATIONS -

1. The employee must demonstrate the ability to perform the following static lifts on an occasional basis.

Leg Lift	- 35 lbs dynamic, 70.0 lbs static
Torso Lift	- 35 lbs dynamic, 70.0 lbs static
Arm lift	- 35 lbs dynamic, 46.7 lbs static

These lifts re required to lift and transfer up to 35 pound boxes of computer paper.
2. The employee must be able to meet the physical demands of the job.
3. The employee must demonstrate the ability to use hands and wrists on a repetitive basis. This includes normal medial nerve functioning, and grip strengths within normal population guidelines to effectively do the data entry / keyboard function of the job.
4. The employee must demonstrate the ability to read and write, and perform simple arithmetic. The employee must be able to see and inspect documents, as well as accurately distinguish colors.
5. The employee must meet the requirements (vision requirements) to gain a valid operators license to drive as needed to effectively perform the job.

This outlines the essential functions of the job of Receptionist and Purchasing Clerk for the Dyer County Bard of Education, and establishes the minimum requirements necessary to safely perform the tasks essential to the job.