



**SECRETARY/RECEPTIONIST
Job Description**

Approved: 10/2007

Department: Administration
Reports To: Office Manager
FLSA Status: Non-Exempt

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SUMMARY

Under general supervision, the Secretary/Receptionist is responsible for office reception, answering phone calls, providing clerical support, and assisting with the preparation and dissemination of daily office mail.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes, but is not limited to the following:

1. CLERICAL

- Answers the telephone, responds to questions, directs calls and takes messages
- Opens and processes mail, prepares outgoing mail, and maintains mail log
- Develops and maintains mailing lists
- Performs computer data entry assignments
- Prepares correspondence and reports on computer or typewriter
- Proofreads correspondence and reports to ensure accuracy
- Compiles information upon request
- Records all incoming checks in check log
- Maintains office files
- Maintains consumer files

2. ADMINISTRATIVE SUPPORT

- Provides secretarial support for agency
- Completes monthly supply order
- Completes purchase orders
- Completes purchase requisitions as requested

3. MISCELLANEOUS

Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. CLERICAL

- Photocopies materials

2. ADMINISTRATIVE SUPPORT

- Reviews employee time and travel sheets for accuracy
- Assists the Program Assistant, as needed

3. MISCELLANEOUS

- Prepares outgoing mail and maintains mail log
- Performs additional duties and assignments, as they may be assigned

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Requires a high school diploma, with course work in office practices and procedures, or an equivalent combination of education, training and experience.

KNOWLEDGE

Knowledge of the following areas is essential for the person to perform this job successfully:

- Office practices and procedures
- Agency goals and objectives*
- Telephone system equipment and operations*
- Filing systems
- Computer software*
- Correct use of grammar, punctuation and spelling

* Knowledge may be acquired after being hired

SKILLS AND ABILITIES

To perform this job successfully the person must be able to demonstrate that they possess the following skills and abilities:

- Develop and maintain effective working relationships with supervisor, co-workers and the general public
- Communicate effectively
- Answer a telephone and transmit messages
- Proofread and edit for content, grammar and spelling
- Plan, schedule and organize work
- Type
- Operate a personal computer
- Operate office machines (photocopier, FAX, postage meter, shredder, etc.)
- Maintain confidentiality

CERTIFICATES, LICENSES, REGISTRATIONS

A valid drivers license is required.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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 regularly exposed to outside weather conditions, extreme cold, and extreme heat. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.



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SIGNATURE AREA

I have read and understand that this Position Description accurately reflects the knowledge, skills and abilities required to successfully fulfill the duties of this position. These duties are accurately described in the summary and list of essential and non-essential duties for this position.

Print Name

Secretary/Receptionist Signature

Date