

TITLE: Receptionist – Adult Education Training Center

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Accurate typing, filing, bookkeeping, computer skills.
3. Ability to maintain confidentiality.
4. Good public relations and telephone skills.
5. Ability to work semi-independently, recognize priorities in work load, and shift from job-to-job as needed.

REPORTS TO: Assistant Director of Vocational Education

JOB GOAL: To assure the smooth and efficient operation of the office so that the office's maximum positive impact on the education of students can be realized.

PERFORMANCE RESPONSIBILITIES:

(The following are the essential fundamentals to include but not limited to the following job duties.)

1. Serves as receptionist in person and by telephone.
2. Provides visitors with accurate information.
3. Distributes adult educational materials as requested.
4. Maintains files, lists, and other information.
5. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

Wages, hours, terms, and conditions of employment pursuant to negotiated agreement
180 Days, 4 Hours Per Day

GRADE LEVEL: I

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.