

MCMINN COUNTY SCHOOLS

Job Title: Central Office Receptionist/Administrative Assistant

Exemption Status: Non-Exempt

Reports To: Supervisor, Administration (as assigned)

Date Revised: July 2026

Department/School: Central Office Administration

Primary Purpose

Under moderate supervision, serve as the primary receptionist for visitors, employees, and others entering or contacting the Central Office. Organize and manage routine office activities, coordinate administrative workflows, and provide clerical and administrative support to departmental supervisors and staff to promote the efficient operation of the Central Office.

Qualifications

Education:

Minimum of a high school diploma or GED equivalent.

Experience:

Minimum of three (3) years of secretarial, clerical, or administrative support experience.

Special Knowledge and Skills

- Effective organizational, communication, and interpersonal skills.
- Ability to greet visitors, employees, and guests in a professional, courteous, and positive manner.
- Ability to operate a multiline telephone system.
- Ability to manage multiple responsibilities, deadlines, and administrative activities.
- Proficiency in keyboarding, data entry, word processing, spreadsheets, and electronic and physical file maintenance.
- Ability to use software and database systems to prepare reports, spreadsheets, correspondence, calendars, and other documents.
- Ability to maintain accurate, organized, and auditable records.
- Ability to prioritize workflow and respond to the changing needs of multiple departments and supervisors.
- Ability to exercise sound judgment, discretion, and confidentiality.
- Ability to work independently and collaboratively with district personnel, schools, and community organizations.

Major Responsibilities and Duties

1. Greet and direct Central Office visitors and provide appropriate district information and assistance as requested.
2. Maintain the visitor log and assist visitors with building entry and directions to the appropriate department or staff member.
3. Receive and direct incoming telephone calls, take accurate and reliable messages, and route calls and messages to the appropriate staff.
4. Receive, sort, and distribute mail, documents, packages, and other deliveries.
5. Route information, correspondence, forms, and other materials to the appropriate departments or staff members accurately and promptly.
6. Assist with maintaining information and records in MCS database systems and other district programs, as assigned.
7. Compile, maintain, organize, and file reports, records, correspondence, and other documents required by Central Office departments.
8. Provide clerical and administrative support to departmental supervisors and other Central Office staff as needed.
9. Responsible for the overseeing of the contractual agreements for central office copiers, coordinating maintenance calls, and ordering of supplies and materials.
10. Monitor and assist with the workflow, routing, completion, and recordkeeping of school and district forms to promote timely and accurate processing.
11. Assist with overseeing and monitoring required reports, documentation, and compliance records associated with school support organizations.
12. Monitor and maintain Central Office meeting calendars, coordinate scheduling needs, and assist with identifying or resolving scheduling conflicts to promote efficient use of meeting spaces and staff time and assist with preparing and distributing required materials.
13. Will work with the MCS Human Resource Department to assist with the monitoring of Criminal History Record Information (CHRI), as needed, and as required by the Tennessee Bureau of Investigation, state law, and applicable procedures.
14. Assist MCS employees by providing appropriate resources, guidance, forms, and general information or by directing them to the appropriate department or staff member.
15. Communicate and coordinate with schools and departments to follow up on outstanding forms, reports, records, and other requested information.
16. Maintain the confidentiality and security of employee, student, district, and other sensitive information.
17. Follow district safety protocols and emergency procedures.
18. Perform other duties as assigned to support the efficient operation of the Central Office and McMinn County Schools.

Essential Function—Regular Attendance

Regular, predictable, and punctual attendance is an essential function of this position. The employee must consistently report to work as scheduled, maintain the established work schedule, and perform assigned duties during all scheduled work hours.

As a non-exempt employee, the employee is expected to accurately record all time worked and obtain required approval for absences, tardiness, schedule changes, overtime, and early departures. Reliable attendance is necessary to ensure the effective delivery of services, continuity of district operations, appropriate building support, collaboration with colleagues, and fulfillment of the position's essential duties and responsibilities.

Mental Demands, Physical Demands, and Environmental Factors

Tools/Equipment Used: Standard office equipment, including computers, multiline telephones, photocopiers, filing cabinets, fax machines, scanners, and other job-related technology.

Posture: Prolonged sitting; occasional standing, walking, bending, stooping, pushing, pulling, and twisting.

Motion: Repetitive hand motions, including frequent keyboarding and mouse use; occasional reaching.

Lifting: Occasional lifting and carrying of materials weighing up to 15 pounds.

Environment: Work is generally performed in an office setting with frequent contact with employees, visitors, and the public. Occasional prolonged or irregular hours may be required.

Mental Demands: Manage multiple responsibilities and frequent interruptions; meet established deadlines; maintain attention to detail; exercise sound judgment; and maintain emotional control under stress.