

## **SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**

### **RECEPTIONIST**

1. **Position Summary**

Under the general supervision of the Administrative Assistant to the Superintendent, perform the duties of receptionist including public relations and clerical functions.

2. **Duties**

(a) **Receptionist/Public**

- Answer and screen incoming calls for office staff and relay messages to staff members.
- Maintain and supply current information on school division policies and practices.
- Compile, maintain and supply information in relation to school division boundaries.
- Greet and assist visitors to the office.

(b) **Typing**

- Type purchase orders, letters, memos, labels, statistical reports.
- Compose and type routine correspondence.
- Print and collate sufficient copies of correspondence for distribution through school mail.

2. **Duties**

(c) **Petty Cash**

- Maintain records and receipts for monies disbursed.
- Process statement indicating petty cash voucher number, account number and monitor when account must be replenished.
- Assume responsibility for cashing petty cash cheque when received.

(d) **Clerical**

- Record attendance of the board office personnel, and ensure completion of necessary form. Compile and prepare the month end report for payroll.
- Receive, record and forward student cumulative records.
- Maintain ongoing records for compilation and preparation of year end statistical student report.
- Perform duties of substitute clerk in his/her absence, in addition to the duties of receptionist
- Train new personnel on switchboard.

3. **Education**

- Grade XII.
- 60 w.p.m. typing.
- Use of computers, switchboard, fax machine, photocopier and other pieces of office equipment.
- Excellent communication skills.

4. **Experience**

- No prior experience necessary -- anticipated 3 to 6 months to learn job duties.

5. **Physical Demands**

- Visual and audio concentration, eye strain from computer, sitting for extended periods, unable to leave station, and intense concentration.

6. **Working Conditions**

- Frequent interruptions, conflicting demands.
- After hour attendance to educational seminars is required.