

# Receptionist

## Definition

Performs moderately complex clerical work following established procedures; operates a variety of office machines; and performs related work as required.

## Example Of Job Duties

- Types materials of considerable complexity accurately, including technical correspondence, forms and reports from a variety of source documents, including dictating equipment;
- Reviews and edits outgoing material for accuracy and completeness.
- Composes correspondence under direction of the owner or within established guidelines;
- Operates office machines.
- Possesses an understanding of matters pertaining to the department's general information and operational records;
- Files and maintains a variety of records, forms and correspondence;
- Answers phones and act as a receptionist;
- May issue permits;
- Depending on assignment, compiles, checks or tabulates statistical or fiscal data, requisitions, receives and charges out supplies, and distributes mail.

## Minimum Qualifications Guidelines

### *Knowledge of:*

- Standard office practices and procedures including business correspondence, filing and standard office equipment operation.

### *Ability to:*

- Type neatly and accurately from rough drafts or dictating machine;
- Spell correctly, use proper English, make simple arithmetic computations, read and write at a high school graduation level;
- Follow written and oral instructions;
- Perform clerical work of increasing responsibility within established procedures requiring use of independent judgment;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with co-workers and the public;
- Operate a variety of office equipment, such as calculator, word processor and computer terminal.

## Experience/Education/Training

One year of clerical experience which included typing of reports and correspondence and use of office equipment such as typewriters, copiers and computers. No specific minimum education is required. Training or experience in word processing systems is desirable.