



Pickens County Schools

Job Descriptions

SCHOOL RECEPTIONIST

Title/Position: School Receptionist

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 190 Days; 8 hours a day (K-8); 200 Days (9-12)

Salary: Classified Salary Schedule Grade B (Starting pay \$14.0/hour)

Reports to: Principal

- Qualifications:**
1. High School Diploma
 2. Proficient in business English, spelling, mathematics, and office practices.
 3. Ability to work professionally with the public and others, both in person and over the phone.
 4. Excellent computer skills including but not limited to: Word, Excel, Microsoft Office and office machine proficiency.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Is present at work every day, on time, and performs all duties as assigned effectively and efficiently.
- Is neat and professional in appearance befitting the job they provide the school system.
- Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
- Performs general clerical duties such as composing and typing routine correspondence, creating and typing reports, and data entry.
- Answer the telephone and greet visitors professionally; handle all duties created by such.
- Creates and maintains department files with accuracy and confidentiality; routes and/or stores files as directed and needed.
- Maintains an orderly work place.
- Assists in keeping materials and supplies organized.
- Attends approved training sessions, professional development activities, and required meetings as assigned.
- Serves as Notary Public for school.
- Contributes to an atmosphere of harmony and goodwill in the workplace.

- Perform other duties as assigned by supervisor/administrator.

***Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*