



# Pickens County Schools

## Job Descriptions

### **CENTRAL OFFICE RECEPTIONIST**

**Title/Position:** Central Office Receptionist

**Retirement:** Teacher Retirement System of Georgia

**Terms of Employment:** 240 Days, 8 hours/day

**Salary:** Classified Salary Schedule Grade C (Starting pay \$14.50/hour)

**Reports to:** Chief Financial Officer

**Qualifications:**

1. Minimum of High School Diploma or GED
2. Work related experience

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

#### **RESPONSIBILITIES**

- Receives and routes incoming calls.
- Receives parents and visitors in a professional manner.
- Performs clerical duties.
- Assists payroll with sick, personal, vacation, and professional leave records for central office and technology employees.
- Works closely with other office personnel, assisting, as necessary, aide and clerical functions.
- Schedules conference rooms
- Issues work permits.
- Receives and copies homeschool monthly attendance forms and homeschool withdrawal.
- Receipts all incoming checks for deposit.
- Notary Public.
- Participates in in-service training.
- Assists in keeping materials and supplies organized.
- Handles telephone calls as briefly as possible in a courteous, professional manner, keeping in mind that this is a business office and personal call should be kept, except in cases of emergency, to a minimum.
- Cooperates with others and helps to make the office a pleasant place to work.
- Assumes other duties as assigned.

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

**FLSA Status:** Non-Exempt