TITLE: Receptionist/Secretary QUALIFICATIONS: 1. High school graduate or equivalent Ability to communicate effectively with the public 2. 3. Knowledge of computers, ability to organize and plan work efficiently 4. Secretarial experience preferred **REPORTS TO:** Superintendent JOB GOAL: To contribute to effective central office relations by prompt and courteous handling of all inquiries and visitors.

JOB DUTIES:

- 1. Welcome, assist or refer visitors in a helpful, courteous, and professional manner to the appropriate office or individual.
- 2. Answer, take messages, transfer and directs inquiries to the appropriate individuals.
- 3. Sort mail and distribute to the appropriate department.
- 4. Perform a variety of secretarial/clerical duties to support supervisory and administrative personnel in handling daily activities.
- 5. Perform office routines and practices as assigned.
- 6. Arrange conferences and/or appointments for administrators.
- 7. Make routine decisions and work in a responsible and independent manner under general supervision.
- 8. Operate standard office equipment to include equipment developed or advance from future technology as required by assignments.
- 9. Follow attendance, punctuality and proper dress rules.
- 10. Keep supervisor informed of potential problems or unusual events.
- 11. Exhibit interpersonal skills to work as an effective team member.
- 12. Maintain confidentiality regarding school/workplace matters.
- Maintain professional growth and competence through professional development <u>as per Board</u> <u>Policy 5.5 Personnel – Professional Development</u>
- 14. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 15. Perform other duties as may be assigned.

2.02 – Receptionist/Secretary Page 2

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:		9-Month	10-Month	11-Month	12-Month	
EXPECTED WORK DAY:		8 Hours				
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position					
EVALUATION:	Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements					
Reviewed and agreed to by: Employee			Date			
Principal/Progra	m Coordinator Initials	_	🗌 Human Reso	urce Initials		
BOARD APPROVE REVISED: 7/20/21	:D: 5/17/16					