



## RECEPTIONIST AND OFFICE CLERK FOR THE BOARD OF EDUCATION OFFICE

### Qualifications:

1. High School graduate with emphasis on business skills. Further education in secretarial skills preferred.
2. Ability and willingness to work with the public.
3. Ability to work with numbers.
4. Computer literate – must be familiar with a word processing program, spreadsheet program, and database program.
5. Use of other office technology.
6. Such other alternatives to the above qualifications that the Board may find appropriate and acceptable

**Reports to:** Superintendent of Schools

**Job Goal:** To maintain an efficient and organized office environment.

### Duties and Responsibilities:

1. Monitor the District front office counter
2. Greet visitors
3. Minimize access of non-employees
4. Light typing and data entry
5. Answering telephones
6. Distributing mail
7. Perform other duties within the scope of employment as assigned by the appropriate administrator.

**Terms of Employment:** 12-Month Position (July 1<sup>st</sup> through June 30<sup>th</sup>)

**Salary:** Based on the Board-approved rate.

**Evaluation:** Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**Approved: August 11, 2003**  
**Amended: October 15, 2019**

“Clayton Schools...In Pursuit of Excellence”