



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Receptionist</u>	NEW: <u>X</u>	REVISED: <u> </u>
	(Please check one)	
REPORTS TO: <u>Various</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Various</u>	JOB CODE: 600	

DEFINITIONS:

Under close supervision, greets the general public in person and by phone, determines the nature of their business and directs them to appropriate department or area.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Greets the public in person and on the telephone; directs callers to their destination and records name, time, nature of business and person or department called upon; directs visitors to appropriate area or department.

Performs clerical duties in support of the department; types memos, correspondence, reports or other documents; enters data into the computer; schedules appointments; responds to inquiries; collects and distributes incoming mail; sends and receives faxes and messages.

Performs other clerical duties as requested.

KNOWLEDGE AND SKILL:

1. Some knowledge of standard office practices, record keeping, office equipment and computer software.
2. Some knowledge of County departments and operations.
3. Some knowledge of Boone County policies and procedures.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in providing customer service to Boone County employees and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED; some typing skills, and familiarity with computer software programs.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)