

**Leon County Public Schools  
Classification Specification**

Salary Grade 36

**Summary Information:**

**Classification Title:** Receptionist

**Date Prepared:** 04/2003

**FLSA Status:** Non-Exempt

**Typical Decisions and Recommendations Provided to Others:**

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

**Activity Identification**

**Activity Name**

020	Reception Services	Receive and assist all persons who come into the office.
026	Telephone Operation	Receive, make or transfer telephone calls.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
021	Word Processing/Typing	Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms.
025	Photocopying	Make photocopies.
030	Facsimile Operation	Send and receive facsimiles.
999	Assigned Duties	Perform other duties as assigned.

**General Classification Specification Factors:**

**Education/Experience:** High School Diploma or equivalent no related experience required

**Supervisory Responsibility:** None

**Type of Supervision:** N/A

Effective Date: 07/01/2003

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### Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Developing Multi-year Strategic and/or Operational Plans</li> <li>• Developing Annual Budgets</li> <li>• Policy Development</li> <li>• Controlling Expenses</li> <li>• Coordinating Resources</li> <li>• Interpersonal (working with groups)</li> <li>• Negotiating and/or persuading others to take action</li> <li>• Promoting safety</li> <li>• Supervising, coaching and developing employees</li> </ul>		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Checking grammar/punctuation</li> <li>• Filing</li> <li>• Perceiving detail in checking information/forms</li> <li>• Reading comprehension (high school level)</li> <li>• Operating word processing software</li> <li>• Operating a computer terminal for data entry</li> <li>• Operating automated spreadsheet software</li> <li>• Scheduling appointments and/or travel</li> <li>• Taking and distributing messages</li> <li>• Taking dictation and meeting minutes</li> <li>• General mathematical - adding, subtracting, multiplying, etc.</li> </ul>		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Accounting - high school level</li> <li>• Accounting/finance - college level</li> <li>• Advanced math - algebra, statistics, geometry</li> <li>• Architecture</li> <li>• Computer operations</li> <li>• Computer programming</li> <li>• Contract interpretation</li> <li>• Craft skills (electrical, etc.)</li> <li>• Drawing-figures/drafting</li> <li>• Engineering - civil</li> <li>• Engineering - electrical</li> <li>• Engineering - environmental</li> <li>• Engineering - mechanical</li> <li>• Graphic arts</li> <li>• Landscaping</li> </ul>		

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### Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Oral communication--exchanging or expressing ideas by means of the spoken word</li> <li>• Presentations--transmitting information in a formal setting</li> <li>• Foreign communication--using a language other than English to communicate in writing or orally</li> <li>• Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc.</li> <li>• Editing written documents for content</li> <li>• Reading comprehension - understanding technical or scientific blueprints and charts</li> <li>• Public speaking</li> </ul>		

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> <li>• Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching</li> <li>• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder</li> <li>• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms</li> <li>• Color - Match or discriminate colors</li> <li>• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)</li> <li>• Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips</li> <li>• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)</li> <li>• Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound</li> <li>• Lifting - raising or lowering an object from one level to another (includes upward pulling)</li> <li>• Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)</li> <li>• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)</li> <li>• Reaching - extending the hands and arms in any direction</li> <li>• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people</li> </ul>		