

Leon County Public Schools Classification Specification

Salary Grade 32

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"> • Developing Multi-year Strategic and/or Operational Plans • Developing Annual Budgets • Policy Development • Controlling Expenses • Coordinating Resources • Interpersonal (working with groups) • Negotiating and/or persuading others to take action • Promoting safety • Supervising, coaching and developing employees 		
Office Skills	Important	Not Important
<ul style="list-style-type: none"> • Checking grammar/punctuation • Filing • Perceiving detail in checking information/forms • Reading comprehension (high school level) • Operating word processing software • Operating a computer terminal for data entry • Operating automated spreadsheet software • Scheduling appointments and/or travel • Taking and distributing messages • Taking dictation and meeting minutes • General mathematical - adding, subtracting, multiplying, etc. 		
Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> • Accounting - high school level • Accounting/finance - college level • Advanced math - algebra, statistics, geometry • Architecture • Computer operations • Computer programming • Contract interpretation • Craft skills (electrical, etc.) • Drawing-figures/drafting • Engineering - civil • Engineering - electrical • Engineering - environmental • Engineering - mechanical • Graphic arts • Landscaping 		