

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Receptionist

JOB CODE: 4290

DEPARTMENT: All Departments

PAY GRADE: 17 (UO)

DATE: 12/25/2009

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### BASIC OBJECTIVES

Greets visitors, ascertains the nature of their business, directs the visitors to the appropriate party or office. Performs a variety of general clerical tasks necessary to maintain the day-to-day operation of the office to which receptionist is assigned.

### JOB TASKS/RESPONSIBILITIES

1. Greets visitors to Miami-Dade County Public Schools' offices and/or facilities, ascertains the nature of their business, and directs visitors to the appropriate party or office.
2. Operates telephone console to receive, route or place telephone calls; takes messages as required and/or responds to routine inquiries.
3. Maintains appointment calendars and schedules conferences and meetings.
4. Performs varied routine clerical tasks such as: records maintenance, preparation of forms and form letters, and operating office equipment such as copiers, fax machines and typewriters.
5. Distributes pamphlets, reports and bulletins as requested.
6. Maintains simple clerical/accounting records.
7. Sorts and distributes school and U.S. Mail.
8. Performs related work as required or as assigned by supervisor.

### PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

### MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. General clerical experience preferred.
3. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 04/19/93, 01/29/01; 12/25/2009 = paygrade 16 to 17