

## Middletown, CT Job Description

<b>Classification Title</b>	Receptionist
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	N/A
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to perform clerical secretarial, reception and bookkeeping functions in support of school administrators and staff. ~~The work is performed under the direction of the Principal.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Greets, screens, assists and directs visitors and callers; provides general information and; answers questions; refers individuals to appropriate personnel/department; takes and relays messages.
- ~~• May answer and respond to intercom requests and inquiries.~~
- Answers doorbells in locked schools; monitors security cameras. Prepares registration forms for the Enrichment Program. Posts correspondence and Enrichment catalogs.
- ~~• Prepares a variety of reports, documents and correspondence. Prints out monthly club financial reports.~~
- ~~• May perform bookkeeping functions; maintains student activity accounts/funds; collects and issues receipts; writes checks; prepares and submits related paperwork; balances accounts monthly; prepares deposits and reconciles bank statements; maintains ledgers and databases; generates reports.~~
- May maintains Scholarship Report bankbooks; obtains bank interest updates quarterly. Binds booklets and other materials, copies and laminates projects for teachers.
- ~~•~~
- May prepare year-end reports on financial earnings and disbursements or reconcile checkbooks. Monitors bus and parking pass disbursement.

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- Maintains, monitors, updates and tracks records, files, lists, databases and spreadsheets. ~~;- tracks and records attendance records.~~
- Performs data entry functions.
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

High school diploma or equivalent. ~~\_ with vocational/technical training in Secretarial Science or Business and six months of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

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### PREFERRED QUALIFICATIONS

~~-Basic Secretarial training.~~

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- ~~Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.~~
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as insurance forms, evaluations, referrals, forms, applications, reports, spreadsheets, budgets, manuals, handbooks, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with supervisor and all school personnel, teachers, students, parents and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~

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- ~~Ability to R~~elate to and interact with a non-traditional and diverse student and employee population
- ~~Ability to W~~ork independently
- ~~Ability to R~~ead, analyze, and interpret standards, policies, procedures, and regulations
- ~~Ability to H~~andle common inquiries or complaints
- ~~Ability to E~~ffectively present information and respond to questions from students, faculty, staff, and visitors
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to O~~perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

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- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to*

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*qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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