

**INDEPENDENT SCHOOL DISTRICT 728**  
**ELK RIVER, MINNESOTA**  
**JOB DESCRIPTION**

JOB TITLE: Receptionist

CLASSIFICATION: Secretary/Clerk

REPORTS TO: Administrative Assistant to the  
Superintendent of Schools

DATE REVISED: January 2008

PURPOSE: The Receptionist answers incoming telephone calls and routes callers to the appropriate individual within the School District. The incumbent also sorts and processes mail, greets visitors, maintains School District Directories, and types and processes letters, forms, and lists as assigned.

DUTIES AND RESPONSIBILITIES:

1. Greets visitors coming into the building and directs them to the appropriate personnel. Responds to visitors information requests or inquiries so that the staff, students, and public are provided with information which is accurate and timely.
2. Answers incoming telephone calls and routes callers to the appropriate personnel. Responds to routine informational requests and takes accurate so that the staff and public receive accurate and clear messages.
3. Sorts and processes all incoming and outgoing mail in an accurate and timely manner so that all incoming mail is properly sorted and distributed and outgoing mail is properly postmarked and prepared for delivery to the post office.
4. Maintains the district staff extension listing.
5. Types forms and letters so that final copies are neat and accurately typed in a timely manner.
6. Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school degree, GED, or equivalent.
2. Receive the minimum passing score on the selected Office Skills Test.
3. Organizational skills including filing and knowledge of office equipment.
4. Good telephone skills.
5. Good public relations skills.
6. Willingness to accept and follow direction.
7. Ability to work independently with minimum supervision.
8. Good receptionist skills.
9. Clerical training or experience.
10. Ability to work overtime including evenings, weekends and holidays.