

RECEPTIONIST – COUNTY LEGISLATURE

DISTINGUISHING FEATURES OF THE CLASS: This is reception work involving responsibility for receiving the general public, answering their inquiries and directing them accordingly. The work also involves the performance of a variety of clerical duties. The work is performed under the direction of the Clerk of the Legislative Board. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives visitors and ascertains the nature of business;
Operates a telephone or telephone console and takes and transmits messages;
Operates standard office equipment such as fax machines, photocopiers, printers, etc;
Uses computer applications such as word processing, e-mail or database software in performing assignments;
Performs basic clerical duties including typing and filing;
May open, sort and distribute mail;
May maintain a logbook of visitors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; ability to meet and interact with the public and with others in an efficient manner; ability to understand and follow oral and written directions; ability to operate standard office equipment; ability to perform clerical functions; ability to use computer software to complete assignments.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.