

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Receptionist	<u>CLASS NUMBER:</u> 10010	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A3	<u>POSITION CONTROL #:</u> 032201
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:30 AM – 4:30 PM	<u>SUPERVISOR (PCN):</u> Office Manager 1 (032200)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Receptionist classification is to assist assigned staff and the general public with inquiries and provide customer support to internal and external persons.

JOB DUTIES:

Operate multi-line telephone system and automated distribution system. Assist callers and transfer calls to the appropriate person or location. Provide preliminary contact with the public and greet visitors. Use radio system to locate employees as needed. Open, sort, and disburse all incoming mail. Record employee leave requests on computer and file original leave form copies after appropriate signatures received. Follow up with employees regarding uncompleted leave forms. Provide routine clerical support to county business operations. Receive parking payments for county garages and complete appropriate paperwork to forward to the fiscal area. Reserve and distribute keys for county pool cars. Monitor fax machine for incoming/outgoing transmission and prepare activity report. Update telephone land address listing and general information. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; office practices and procedures; agency policy and procedure. Skill in typing; word processing; equipment operation. Ability to deal with problems involving few variables in familiar context; add, subtract, multiply and divide whole numbers; screen mail; arrange items in numerical or alphabetical order; gather, collect and classify information; work alone on most tasks; answer routine telephone inquiries from public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with six (6) months of office administration or clerical experience.

Additional Requirements

No additional special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date