



## Pickens County Board of Education Job Descriptions

### **RECEPTIONIST CENTRAL OFFICE**

#### TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Assistant Superintendent

QUALIFICATIONS:

1. Minimum of High School Diploma or GED General Education Diploma
2. Work related experience

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES:

- Receives and routes incoming calls.
- Receives parents and visitors in a professional manner.
- Performs clerical duties.
- Assists payroll with sick, personal, vacation, and professional leave records for central office and technology employees.
- Works closely with other office personnel, assisting, as necessary, aide and clerical functions.
- Schedules conference rooms 403, 405, and 411.
- Issues work permits.
- Receives and copies homeschool monthly attendance forms and homeschool withdrawal.
- Receipts all incoming checks for deposit.
- Notary Public.
- Participates in in-service training.
- Assists in keeping materials and supplies organized.
- Handles telephone calls as briefly as possible in a courteous, professional manner, keeping in mind that this is a business office and personal call should be kept, except in cases of emergency, to a minimum.
- Cooperates with others and helps to make the office a pleasant place to work.
- Assumes other duties as assigned.