



Pickens County Board of Education Job Descriptions

RECEPTIONIST-Schools

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 180 Days

REPORTS TO: Principal

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.
- Works closely with other office personnel, assisting, as necessary, aide and clerical functions.
- Participates in in-service training.
- Assists in keeping materials and supplies organized.
- Handles telephone calls as briefly as possible in a courteous and professional manner.
- Cooperates with others and helps to make the office a pleasant place to work.
- Assumes other duties as assigned.