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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : RECEPTIONIST**  
**Code: 090295 HEP**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Performs a variety of clerical duties while receiving visitors and answering a switchboard; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties are routine but involve the use of some independent judgment in meeting with the public.

**TYPICAL DUTIES**

1. Receives visitors, determines appropriate referral, and directs them accordingly.
2. Answers inquiries of visitors and the public.
3. Screens and forwards incoming telephone calls.
4. Arranges appointments for department personnel with officials, or the public.
5. Sorts and distributes mail and interoffice correspondence.
6. Performs a variety of clerical duties, such as, recording personnel attendance, preparing mail for delivery to post office, and similar functions.
7. May perform duties requiring the limited use of a typewriter.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of modern office practices including familiarity with office etiquette and procedures.
2. Ability to exercise judgment, tact and discretion in meeting with people.
3. Ability to follow instructions.
4. Ability to learn the operation of a telephone switchboard.
5. Ability to type at a rate of speed that demonstrates familiarity with the operation of a typewriter may be required for appointment to some school districts.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from high school  
and

Three years of satisfactory general office experience including duties servicing the public.

**NOTE:** Experience, as outlined above, in excess of the three-year requirement, may be substituted for education on a year-for-year basis, up to a maximum of two years.

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