

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

CLERK, Receptionist--Customer Service

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Good communication skills.
- Ability to refer questions to proper office within the school system.
- Knowledge of telephone etiquette and ability to deal with the public.
- Basic computer knowledge.
- Knowledge of telephone console operations and related technology as applicable to specific job functions.

REPORTS TO Manager, HR Personnel Services Systems Operations

SUPERVISES No supervisory duties

POSITION GOAL

To assist the school district by handling all telephone calls properly and performing other clerical duties and to provide information to the public and schools within scope of authority.

PERFORMANCE RESPONSIBILITIES

1. * Answer telephone and respond to requests for information.
2. * When appropriate, respond to visitors requests for information.
3. * Keep accurate data base of requested information.
4. Perform other duties as assigned by the Manager of HR Personnel Services Systems Operations.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-B \$23,301 - \$41,374
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **16**
EEO-5 Line **51**

Function **Vary**
Survey Code **91093**
Job Code **1604**

ADA CODES

2 **TBA**
3 **TBA**
4 **TBA**

BOARD APPROVED

September 8, 1998