**Title:** Receptionist

**Pay Scale Group:** 51

**Essential Function**

Under direct supervision from administrator or staff person, provide preliminary contact with general public, staff, and/or patients; perform routine clerical tasks (i.e., completion of logs; processing of records; and may perform minor typing.

**Characteristic Duties**

1. Provide preliminary contact with general public; staff and/or patients; greet visitors; answer phone; provide general information; may schedule appointments.

2. Perform routine clerical duties (i.e., receive information; complete logs; open, stamp, distribute and send out mail; does copy work, sort and collate materials).

3. Type routine forms, cards, labels, letters and other materials and maintain general orderliness of reception area.

4. May escort visitors to various areas; assists or relieves other staff members as needed or assigned.

5. Perform related duties based on departmental need.

**Unusual Working Conditions**

- N/A

**Minimum Qualifications**

- High school diploma/GED and three months office experience or high school diploma/GED and three months post high school training in office practices, keyboard efficiency and oral communication skills.

*Last updated: October 1990*