

Please Post  
August 19, 2019

**HAMILTON SCHOOL BOARD**  
**Notice of Non-Instructional Position Opening**

August 19, 2019  
Date

**POSITION** Receptionist (10 month position - 196 Days) **Grant Funded**

**SALARY RANGE** \$13,470.00 - \$22,340.00

**DUTIES** Per attached Job Description

**EXPERIENCE PREFERRED** Bi-lingual – Spanish, Computer literate, good interpersonal skills, ability to handle multi-task and prioritize assignments, must have secretarial experience.

**EDUCATION PREFERRED** High School Diploma or the equivalent with business clerical training

**EFFECTIVE DATE OF VACANCY and/or POSITION OPENING** 2019-20 School Year

**DIRECTIONS FOR FILING APPLICATION** File application on FastTrack on-line application system at [www.hamiltonfl.com](http://www.hamiltonfl.com).

**DEADLINE FOR FILING APPLICATION** August 28, 2019

**INTERVIEW INFORMATION** Qualified applicants will be contacted regarding interview information if necessary.

  
**Personnel Department**

**The Hamilton County School Board is an Equal Opportunity Employer**

**In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.**

**Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.**

**Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.**

## SCHOOL DISTRICT OF HAMILTON COUNTY

## RECEPTIONIST

## JOB DESCRIPTION

## QUALIFICATIONS:

- (1) High School Diploma or approved equivalency diploma.

## KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Answer the telephone in a courteous and professional manner. Knowledge of basic office equipment including use of the computer and computer software. Knowledge of school practices and procedures. Good oral and written communication skills. Basic mathematical skills. Ability to work cooperatively with others. Ability to handle multiple tasks.

## REPORTS TO:

Principal

## JOB GOAL

To contribute to effective school operation by receiving all visitors and incoming telephone calls and directing them as appropriate.

## SUPERVISES:

N/A

## PERFORMANCE RESPONSIBILITIES:

## Service Delivery

- \*(1) Operate telephone system to relay incoming, outgoing, and inter-office calls.
- \*(2) Greet all visitors courteously, determine their needs, check appointments, and direct persons to proper person/location.
- \*(3) Perform clerical work such as correspondence, filing, reports, and copying.

## Inter/Intra-Agency Communication and Delivery

- \*(4) Answer questions of callers, according to policy, take messages for staff members, and locate authorized personnel.
- \*(5) Coordinate outgoing and incoming mail and courier.
- \*(6) Order materials and supplies as required.
- \*(7) Communicate effectively with students, parents, staff and administration.
- \*(8) Keep supervisor informed of potential problems or unusual events.
- \*(9) Respond to inquiries and concerns in a timely manner.

## Employee Qualities/Responsibilities

- \*(10) Demonstrate initiative in the performance of assigned responsibilities.
- \*(11) Ensure adherence to good safety procedures.
- \*(12) Model and maintain high ethical standards.
- \*(13) Follow attendance, punctuality and proper dress rules.
- \*(14) Maintain confidentiality regarding school/workplace matters.
- \*(15) Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignment.

## RECEPTIONIST (Continued)

### System Support

- \*(16) Maintain a broad knowledge of District policies and procedures.
- \*(17) Assist other staff members upon request, thereby reflecting a team effort.
- \*(18) Demonstrate support for the school and its goals and priorities.
- \*(19) Perform other tasks consistent with the goals and objectives of this position.

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force regularly to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.