

RECEPTIONIST/SECRETARY

POSITION:

Answers incoming telephone calls and greets/directs visitors. Performs complex clerical and administrative support duties including organizing and maintaining record keeping systems and researching and preparing simple reports. Work requires judgment in the selection and interpretation of data and a thorough knowledge of department policy and procedures dealing with area of responsibility. Reports to Assistant Airport Director.

RESPONSIBILITIES

- Performs telephone switchboard duties, directs calls, inquiries and complaints to the proper persons and takes messages.
- Greets, registers, assists and directs visitors.
- Compiles and processes data to maintain routine reports; tabulates and prepares periodic reports; utilizes word processing, spreadsheet, creating purchase orders and processing invoices into computer programs extensively.
- Establishes and maintains assigned records.
- Types, proofreads and edits correspondence, reports, requisitions, etc.
- Resolves questions; refers questions with policy and procedure implications to supervisor.
- Organizes and maintains various files.
- Operates photocopier and various other office equipment. Performs personal computer duties.
- Assists with special projects as requested.
- Maintains records, interprets data and prepares reports that may be semi-technical in nature.
- And other duties that are assigned.

QUALIFICATIONS

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. Computer skills proficiency – Microsoft Word, Excel, PowerPoint, MS Publisher etc.

Associate Degree in Business Administration and three years of clerical or administrative experience are preferred or equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

- Position will require the ability to frequently reach, stand, walk, grasp, sit, talk, hear, see, and occasionally perform repetitive motions.
- Position will require the ability to lift, carry items up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.

Additional Information:

Management? (Yes/No)	NO
Exempt status	NO
Last revised	1-24-2017

Employee Signature:

Name: _____

Date: _____