



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 7/15/2021

Receptionist

Pay Scale: B

Level: 5

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building

Job Overview

This is general clerical work in performing receptionist and routine clerical duties. An employee in this class receives visitors and callers and responds to inquiries in a friendly and helpful manner. The employee answers telephone calls and provides other clerical assistance as required. All important aspects of the work are subject to detailed and specific procedures which the employee follows closely.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Manages all operations and communications, including office access and lockup, greeting visitors, answering and directing calls appropriately, and coordinating visitor management
- Types a variety of correspondence, bulletins, technical and non-technical material, and composes letters of a routine nature
- Prepares information for inclusion in special reports and summaries, frequently checking against a variety of records in order to ensure complete and accurate information; may enter data on a computer
- Assists in completing forms and applications; opens and routes incoming mail; assembles appropriate material for use in answering mail
- Operates PC word processing programs in producing letters, memos, and reports; may operate other software programs
- Maintains office files and records for information regarding administrative procedures and policies, regulations, personnel, organization, and reports relative to the unit's activities

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED

Experience

Licenses and Certifications

Knowledge, Skills and Abilities

- Working knowledge of general English vocabulary, spelling, and arithmetic; working knowledge of modern office equipment, practices and procedures
- Ability to compose routine memoranda and letters from general instruction; maintain clerical records and prepare routine reports from such records
- Ability to operate a computer, printer, scanner, fax machine, phone system, shredder and other general office equipment
- Good organizational, human relations, and communication skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

The work is mostly operating a delivery van. Typical positions require workers to lift and carry up to 50 pounds; climb stairs and ladders; bend, kneel, crouch and crawl; hold, grasp and turn objects; use fingers to operate computer keyboards; and feel the shape, size and temperature of objects. The work requires the ability to speak normally, to use normal or aided vision and hearing, and to detect odors.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.