

AgriLife Classification Description

Last Updated: 8/29/05

0007
RECEPTIONIST
04/15/02

SUMMARY

General Description: Greets callers and visitors and performs routine clerical duties.

DUTIES

Typical: Receives and refers visitors and callers; answers routine questions; takes messages; maintains current roster of employees and their locations; places calls and maintains call records; may schedule appointments, reconcile telephone bills, sort mail, and type; performs related duties as required.

SUPERVISION

Received: Detailed initial instruction and frequent review from immediate supervisor.

Given: None.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: None.

EXPERIENCE

Required: Previous office experience.

Preferred: Experience using a multi-line telephone system.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Working knowledge of standard office equipment.