



JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
A	1	3	

JOB TITLE	CONTRACT REFERENCE
FCC Main Office Receptionist	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Community Education Director	February 2018

JOB SUMMARY

Clerical assistance for main office and CE coordinators. Provide a secure and welcoming atmosphere.

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Telephone/receptionist/answer and direct calls and assist visitors at FCC.	15% A1
2.	Register participants for enrichment classes and assist customers with purchasing tickets for events.	15% A1
3.	General clerical duties including word processing, filing, copying, and mail to support CE coordinators.	10% A1
4.	Support Early Childhood Family Ed including answering phone calls and general questions, invoicing and payments, class registrations, class cancellations, sending class evaluations, and outreach communications to families.	40% A1
5.	Maintain and develop efficient systems to contact and communicate with families, provide registration materials, and arrange appointments for Early Childhood Screening. Coordinate parent notification, bulk mailing, and student appointment scheduling. Prepare packets for screening appointments.	10% A1
6.	Keep accurate census data, build Early Childhood classes for each quarter, and utilize the Campus student information system to enroll students. Collect data to ensure family data for Early Education tab is complete.	10% A1
7.	Other duties as assigned.	N/B

JOB TITLE

FCC Main Office Receptionist

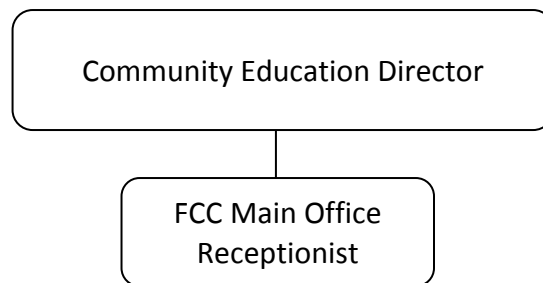
CONTRACT REFERENCE

Clerical, Library, Health, and Computer Assistants

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QUALIFICATIONS (Specific training or job experience required before appointment)

1. High school diploma or equivalent.
2. Ability to relate to and positively communicate with staff, students, and parents.
3. Patience and flexibility in working with staff, students and parents.
4. Familiarity with office equipment: copiers, fax, etc.
5. Familiarity with computers, some typing, and data entry skills.
6. Willingness to expand skills.
7. Ability to take direction of supervisor.
8. Ability to keep information confidential.
9. Kind to people and gracious - cares about the area. Provide excellent customer service. Also needs to know how to problem solve and seek out the right resources.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.