

# Shelby County Government

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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Receptionist	<b>DEPARTMENT:</b>	County Judge Executive
<b>CLASSIFICATION:</b>	Administrative	<b>SUBMITTED BY:</b>	Human Resources
<b>SALARY RANGE:</b>	\$10.00 to \$12.00/hour	<b>APPROVED BY:</b>	County Judge Executive

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** County Judge Executive

**POSITIONS SUPERVISED:** None

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## POSITION PURPOSE

Under general supervision maintains direct contact with the public on a daily basis and perform in-person and telephone reception for the office of the County Judge Executive.

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Receives and date stamps POs and other documents from other departments daily.
2. Orders business cards and stationary.
3. Maintains departmental postage log and email to the Finance Officer.
4. Prepares monthly office calendar.
5. Maintains folders for open job positions.
6. Cuts obituaries from Sentinel News and mail to 911 Billing at the end of each month.
7. Receives faxes and distributes to various departments.
8. Booking of conference rooms for meetings.
9. Operates multi-line telephone system.
10. Sorts, opens, date stamps and distributes all departmental incoming/outgoing mail including packages and deliveries.
11. Maintains and processes all requests/inventory for office supplies.
12. Types letters, memoranda and reports from dictated, handwritten or other sources and assists in preparing necessary forms and related materials to the department.
13. Provides general information and records to public and deals effectively with a variety of personalities and situations requiring tact, judgment and poise.
14. Operates word processing equipment, computer terminal and other office equipment.
15. Coordinates copier/fax and postage machine maintenance.
16. Any and other related duties as required by the department.

## QUALIFICATIONS

### EDUCATION/CERTIFICATION:

- ▶ Graduation from an accredited high school or equivalency (GED).

### EXPERIENCE REQUIRED:

- ▶ 1 to 3 years office experience preferably with handling of multiple phone lines
- ▶ Knowledgeable in Microsoft Word, Excel, Power Point and Database Software experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of and ability to operate standard equipment used in office setting.
2. Computer skills and the ability to utilize specialized software.
3. Ability to understand and implement oral and written instructions.
4. Ability to communicate effectively orally and in writing.
5. Ability to establish effective working relationships with county officials, department employees and the general public.
6. Knowledge of modern office methods, procedures, filing, telephone techniques and office equipment, as well as spelling, grammar and punctuation.
7. Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
8. Ability to type 55 wpm.
9. Ability to maintain a good working relationship with all co-workers, and the general public and to use good judgment in recognizing scope of authority.
10. Ability to maintain confidential information and exercise professional judgment

**CONDITONS OF EMPLOYMENT:** Participation in CERS (County Employee Retirement System)-Non-Hazardous  
Participation in Payroll Direct Deposit Program  
Pre-Employment Background Check  
Notary Public

**WORKING CONDITIONS PHYSICAL EFFORT:**

- ▶ Work is typically performed indoors sitting at a desk with intermittent sitting, standing and stooping.
- ▶ Lifting up to 25 pounds is requirement of the position.

**OVERTIME REQUIREMENTS:** Non-Exempt

**AVAILABILITY:** Regular Shift may be contacted on emergency basis.

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**INTENT AND FUNCTIONS OF JOB DESCRIPTIONS**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral task, only incidentally related to each position, have been excluded. Requirements, skills, and abilities however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.