

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: RECEPTIONIST

TITLE #: 1512

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for receiving the general public, answering their inquiries and directing them to the proper office or individual. The work entails the performance of a variety of clerical duties. Work is performed under the direct supervision of an administrative employee of higher rank. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives visitors, ascertains nature of business, answers questions or refers visitors to proper office or individual;

May operate telephone console; takes and transmits messages;

Provides answers to routine questions from visitors or telephone callers concerning departmental or office matters;

May operate mimeograph, office copying and simple computing machines;

May open, sort and distribute incoming mail and post outgoing mail;

May be required to perform clerical duties including, but not limited to, typing and filing;

May maintain log books of appointment schedules and collect fees from clients.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; ability to meet and deal with people in an efficient and tactful manner; ability to understand and follow oral and written directions; neat personal appearance; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Special Requirement when assigned to the Kiryas Joel Housing Authority: Proficiency in the Yiddish language will be evaluated during the probation period.

JURISDICTIONAL CLASS: Competitive

Pending Approval by NYS Civil Service as Non-Competitive when part time in Special Districts

REVISED: 07/31/23dc