EOP: Administrative Assistant / Receptionist - Education Center

Reports to: Director for Curriculum and Instruction
Supervises: None
Term of Employment: 12 months
Salary: Office Support V - 61
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
- Associate degree preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Essential Job Functions:
- Assists with day to day operations of the Education Center
- Keeps work area clean and presentable to guests
- Places and receives telephone calls, records messages, keeps Education Center staff and Community Learning Center at Pinckney principal informed
- Performs general clerical duties to include, but are not limited to data entry, faxing, photocopying, mailing and filing
- Processes all incoming and outgoing mail including shipments of materials/textbooks
- Arranges shipping of returned orders
- Maintains the textbook inventory for the district
- Assesses needs, orders, and maintains supplies, materials and equipment as indicated by Department Directors
- Performs any bookkeeping tasks associated with the specific position
- Maintains regular filing systems and searches files for specific information
- Utilizes current technology to complete tasks
- Is comfortable with Microsoft Word, Microsoft Excel and Google Drive
- Makes routine decisions in accordance with established policies and procedures
- Is directly involved in the security and safety plan for the Education Center
- Responds to inquiries for the purpose of referrals and directions as may be required
- Interacts professionally and appropriately with vendors, the public and district staff in person and on the telephone
- Assists in ensuring department websites are current and provides the most up to date information
- Performs other duties and responsibilities as assigned by supervisor
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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment