

# UMATILLA-MORROW HEAD START, INC.

## POSITION DESCRIPTION

### AGENCY RECEPTIONIST

**Supervisor: Information Systems Director**

**Subordinates: None**

**Classification: Specialist III**

**Exempt Status: Non-exempt**

**Terms of Employment: Regular Full-time**

**Job Goal:** To assist the Administrative Staff in office procedures through written correspondence and verbal communication.

#### Essential Responsibilities:

1. Act as Receptionist/Secretary for Hermiston Main Office.
  - a. Answer telephone and transfer calls and relay messages to appropriate staff.
  - b. Greet and respond to public coming into the agency.
  - c. Type, reproduce and distribute written materials promptly.
  - d. Open and distribute mail.
  - e. Process outgoing mail and all correspondence promptly each day.
2. Maintenance of office files, supplies, procedures and forms.
  - a. Check all printers and copy machines daily and restock with paper as needed.
  - b. Maintain Copy Machine form and submit total count to Administrative Assistant monthly.
  - c. Maintain Riso Machine form and submit total count to Administrative Assistant monthly.
  - d. Maintain postage count daily and submit total to Administrative Assistant monthly.
  - e. Promptly shred files as they arrive for shredding and empty shredder bags into dumpster.
  - f. Fulfill request for review of records and transfer of student records as outlined in Student Records Policy
3. Maintain an orderly desk and office area.
  - a. Vacuum and dust entire office on a weekly basis.
  - b. Keep the mail room and copy room neat and orderly (i.e. pick up loose papers, break down card board, straighten up supplies, sort copies left behind, etc).
  - c. Empty trash from front office, mail room, and copy room as needed.
  - d. Keep desk free of debris and scattered papers.
  - e. Perform physical inventory of equipment and/or supplies and order supplies as needed.
  - f. Wipe all counters down at the end of the business day (kitchen, staff room and reception area.)
4. Ensure all facility entrances are secure and the alarm is set nightly.
5. Make coffee for staff in kitchen area upon arrival at work.
6. Contact supervisor when absence is necessary.
7. Attend staff meetings and training workshops when requested by supervisor.

#### Qualifications:

1. High School diploma or equivalent.
2. Fluent in English and Spanish both verbally and written.
3. Type at a minimum rate of 40 words per minute.
4. Understand general office procedures.
5. Knowledge of correct grammar and punctuation.
6. Current physical examination and TB screen documentation upon hire.
7. Desire to work with low-income children and their families.
8. Adequate means of transportation.
9. Interest in additional training.
10. Computer Skills (Microsoft Word, Excel, and Publisher)
11. Ability to manage multi-lined telephone system, office copy machines, and printers.

**General Staff Responsibilities:**

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
- 5.\* Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

**Other Requirements:**

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Comprehend, analyze, and make inferences and references from written material.
5. Make precise arm-hand positioning movements and maintain static arm-hand positions.
7. Sort; alphabetize documents, records and/or files.
9. Ability to do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.
10. Perform detailed and repetitive work such as data entry, completion of forms, and verification of computer reports.

*Umatilla-Morrow Head Start, Inc.*

*Is*

*An Equal Opportunity Employer*