



Meridian Service Metropolitan District Job Description

Job Title: Receptionist

Classification Number: 5-011

Reports To: Administrative & Financial Services Manager

FLSA Status: Non-exempt

ACA Status PT

Salary Range: \$16.00 - \$20.00 per hour

Summary: Under supervision, responsible for providing administrative office support in an efficient and professional manner by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned. Some of the following may also be performed by outside contractors in which case responsibility includes coordination with contract service providers.

1. General Administrative & Receptionist duties including:
 - a. Answers multi-line telephone system, takes accurate messages, and screens and directs telephone calls for management in a professional manner.
 - b. Greets drop-in customers, vendors, contractors and handles their inquiries in a professional manner.
 - c. Accepts drop-in customer payments and prepares written receipts.
 - d. Processes incoming and outgoing mail on a daily basis.
 - e. Composes, prepares and proofreads correspondence, office memos and reports on computer and maintains confidentiality when required.
 - f. Designs and implements forms for use within office by applying knowledge of software applications and updates as needed.
 - g. Creates and maintains proper response letters on computer for various incoming correspondences.
 - h. Maintains files (hard copy and digital) in an organized and accessible manner to include updating information, purging files on a regular basis and creating new filing systems as needed.
 - i. Provides administrative support for special projects to include research, compiling data and preparation of summary reports based on results.
 - j. Maintains an organized office calendar and schedules meetings and appointments as needed.
 - k. Inventories and orders office supplies and equipment as directed.
 - l. Operates standard office equipment efficiently to include: multi-line telephone, facsimile machine, calculator, computer, printer and copier.
2. Performs other related duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Required Skills:

- Interpersonal Skills
- Verbal & Written Communication Skills
- Reading Skills
- Customer Relations
- Filing
- Math Aptitude
- Teamwork
- Organization & Planning Skills
- Problem Solving & Analytical Skills
- Attention to Detail & Accuracy
- Time Management
- Computer Literacy
- Alpha/Numeric Keyboard Skills

Physical Demands: 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 employee is regularly required to sit for long periods, stand, walk, squat, push, pull, occasionally lift up to 30 lbs., use hands, reach with hands and arms, see, talk and hear.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is normally indoors in an office environment. The noise level in the work environment is usually moderate. Occasional attendance at meetings or short travel outside the office.

Education/Experience: High School Diploma or Equivalent. 1-3 years' experience in administrative support and receptionist. Knowledge of office administration and procedures. Proficient in MS Office, MS Excel, MS Outlook. Proficient in keyboarding and data entry.

Driver's License: Possess, or obtain upon hire, and maintain a valid Colorado driver's license.