

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6260  
Pay Grade: D07

FLSA: Non-Exempt

**CENTRAL INFORMATION RECEPTIONIST**

**MAJOR FUNCTION:**

Performs receptionist and telephone switchboard duties. Places, answers, and transfers calls and remembers names, locations, and departmental routines. Maintains and provides a wide variety of school system information. Work is performed independently and is reviewed through conferences and results obtained.

**DUTIES AND RESPONSIBILITIES:**

- Answers incoming local and long distance calls and makes connections to appropriate person.
- Utilizes school system knowledge to direct inquiries to appropriate departments or state agencies.
- Provides information regarding such things as School Board agenda content, school calendar, special meetings and countywide events.
- Keeps up to date on names, titles, functions, locations and status changes of personnel throughout the district.
- Maintains and updates the extension list as well as school location telephone numbers.
- Books conference rooms for meetings and maintains schedules of such.
- Acts as transfer operator between north and south county centers as needed.
- May greet visitors.
- May be required to perform other routine clerical duties such as typing, filing, logging, photocopying, or stuffing envelopes.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Graduation from high school, or possession of a GED; plus two (2) years general office experience involving interpersonal relations, one year of which must be with the school system; or an equivalent combination of education, training and experience.

**PREFERRED:**

Experience in the operation of a telephone switchboard.

TITLE BOARD APPROVED: 10/14/81; ISSUED: 1/88 PBL; BOARD APPROVED: 3/23/88; UPDATE D&R 6/03 AK; REVISED WC: 4/04 LM; REVISED MF, D&R: 1/08 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**CENTRAL INFORMATION RECEPTIONIST**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				