

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

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| Title: | Administrative Assistant A (Receptionist) |
| Reports To: | Executive Director of Achievement and Leadership |
| Employment Status: | As Directed by the Executive Director of Achievement and Leadership |
| Days: | As Directed by the Executive Director of Achievement and Leadership |
| MOESC Salary Schedule: | Office Manager |
| FLSA: | Non-Exempt |

QUALIFICATIONS

- High School or equivalent experienced
- Computer skills in Microsoft Office (Word, Excel, Power Point)
- Ability to communicate well both verbally and in writing
- Strong interpersonal skills and ability to relate well with team members
- Ability to work independently
- Must be customer service oriented and have the ability to work with the public
- Must be highly organized and have attention for detail
- Have professional personal presentation
- Open to performing new responsibilities
- Consistently dependable and flexible

GENERAL DESCRIPTION

The Administrative Assistant will answer phones, screen and direct calls and greet visitors and direct them to appropriate staff members or meeting locations. This position will provide support, if needed, for all Mid-Ohio ESC-sponsored professional development workshops, meetings and associated services as assigned by the director. This position will also provide support to the Executive Director. Also, for providing fingerprinting services for Mid-Ohio ESC staff members, client districts and the general public.

ESSENTIAL FUNCTIONS

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.

- Answer telephone, screen and direct calls
- Greet visitors and direct them to the appropriate staff member(s)
- Document all incoming monies and submit to the fiscal office

- Provide clerical or project support for any Mid-Ohio department, as needed
- Perform BCI/FBI background checks and mail, maintain and file BCI/FBI results
- Manage outgoing mail by weighing, stamping, requisitions for stamps to fiscal, etc.
- Process/maintain/disseminate substitute teacher applications/lists/files
- Process/maintain/disseminate tutor list
- Crosstrain with other office staff and assist with unexpected/urgent situations, as needed Attend ESC required staff and team meetings in support of the Mid-Ohio ESC mission
- Contribute time and effort to assigned events run by the Mid-Ohio ESC
- Other duties as deemed appropriate by the Directors

PERSONAL QUALITIES

- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Maintains a professional appearance
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and be responsive to internal and external client requests for service
- Participate in professional development that relates to the position
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

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.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required, and occasionally to reach with hands and arms

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment.

EVALUATION

Performance of this job will be evaluated by the Executive Director or designee according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.