



Job Description

Job Title: Receptionist – Accountability and Research

Reports to: Assistant to the Superintendent for Accountability
Department: Accountability and Research
Number of Days: 12 Months
Compensation: CA - 2
Overtime Status: Non-Exempt
Date Job Revised: August 19, 2008

Position Summary: Greets and directs incoming and exiting patrons and interprets when needed.

Qualifications/Job Requirements:

Education:

- High school diploma or GED

Specialized Knowledge, Licenses, etc:

- Bilingual in Spanish and English

Experience:

- Pleasant personality, good communication skill, basic computer skills, good organizational skills.

Specific Training/Skills:

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Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Customer Contacts:

- Internal: All employees that may come to the Accountability and Research Division.
- External: All patrons that may come to the Accountability and Research Division.

Duties and Responsibilities:

- Greet incoming patrons pleasantly.
- Direct to patrons to the proper office within the Accountability/Research Division.
- Be familiar with all TPS departments and staff.
- May be required to interpret and assist staff members within the Accountability/Research Division.
- Clerical duties as assigned.
- Establish a neat and organized work area.
- Assume responsibility without direct supervision.
- Exercise initiative and good judgment.
- Perform other duties as requested.