

Canandaigua School - Vacancy
Minimum Starting rate: \$17/hr. – may be higher based on experience.

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

RECEPTIONIST

MINIMUM QUALIFICATIONS: Graduation from high school, or higher, or possession of a high school equivalency diploma.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for screening visitors and receiving requests for information. An incumbent will provide the necessary answers or direct the request to the proper staff member. The work is performed under the general supervision of a higher-ranking departmental employee in accordance with established policies. Some leeway is permitted for the exercise of independent judgment in carrying out the duties of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives visitors or answers telephone calls and provides requested information or refers to the appropriate staff member;
Uses various computer software programs to screen and track visitors;
Maintains computer records of volunteer's applications and scheduled hours;
Operates camera systems software and related viewing cameras;
Screens and directs calls;
Accepts and refers messages;
Opens, sorts and distributes incoming mail;
Performs routine clerical work;
May operate various office equipment;
May substitute for other clerical staff during lunch breaks and in the event of illness or other absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of computer software; ability to understand and carry out oral and written directions; ability to deal courteously and effectively with the public both in person and on the telephone; ability to secure the cooperation of others; initiative; resourcefulness; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

REVISED: 4/16/12, 7/29/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE