JOB DESCRIPTION

Receptionist

**Definition of Class**
This is a non-supervisory position in which the incumbent in this job class performs a variety of receptionist and clerical duties involved in greeting visitors, answering inquiries, making referrals, taking messages, providing information, answering telephone and maintaining records. Responsible for reporting daily activities to departmental supervisor.

**Examples of Work Performed**
Serves as departmental receptionist to greet visitors and provide a variety of information.

Makes referrals to appropriate personnel and makes necessary arrangements to schedule meetings.

Maintains appointment ledger and contacts affected parties regarding changes in schedules.

Answers telephone, takes messages and responds to inquiries in compliance with general directions.

Processes forms; types and maintains records and files; maintains office supplies.

Opens and distributes mail; prepares letters and literature for distribution.

Assists in clerical duties indigenous to the department to which assigned.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Types varied materials such as letters, memoranda and reports.
2. Handles incoming and outgoing mail.
3. Places, answers, and directs telephone calls.
4. Distributes outgoing information from assigned department.
5. Performs a variety of clerical duties such as maintaining records, typing, processing forms, opening and distributing mail, and preparing letters.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Human Resource Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to stand, walk and stoop, kneel, crouch or crawl.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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