

**WCPS Front Desk Receptionist**  
**Wayne County Public Schools**

Job Description

**Class:** Classified  
**Dept.:** Central Office

**TITLE:** Secretary

**QUALIFICATIONS:** 1. Associate's Degree Required.  
2. Experience in an office environment with responsibility for a variety of clerical duties.

**REPORTS TO:** Assistant Superintendent of Curriculum and Instruction

**JOB GOAL:** Assist with record keeping, data entry, clerical/secretarial support along with operating standard office equipment.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures, along with state and federal regulations pertaining to school issues.
2. Compile data from a large variety of established sources.
3. Review incoming correspondence to be informed of the supervisor's needs and activities, to delegate or bring to supervisor's attention.
4. Set and maintain files/records for a moderate number of subjects.
5. Record a wide range of information requiring some computation.
6. Operate a computer, selecting procedure and items to code and record.
7. Compose a narrative using basic knowledge of word processing.
8. Follow prescribed procedures for material orders and supplies.
9. File and retrieve information/materials from an alphabetical, chronological or numerical filing system
10. Answer incoming phone lines and establishes needs of callers in order to refer them to the appropriate staff person for service.
11. Operate a variety of office equipment.
12. Strive to maintain and improve professional competence. Participate in development and support of the broad district vision.
13. Perform other duties and responsibilities as requested by the Assistant Superintendent of Curriculum and Instruction.

**Terms of Employment:** Twelve-month work year/At Will/FLSA Nonexempt

**Starting Salary and/or Grade:** NC State Salary Schedule

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel, parents, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Knowledge of basic computer operations.
- Ability to follow oral and written instructions.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.