

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION**

RECEPTIONIST/PBX OPERATOR/CREDENTIALS ASSISTANT

Works under general supervision to operate the Marin County Office of Education PBX switchboard and receives and directs to appropriate source all visitors to the office. Provides general support in assisting Credentials Analyst, as required.

DUTIES AND RESPONSIBILITIES

1. Receives visitors to the office, ascertains their purpose and personnel to be visited, checks availability of personnel, arranges for escort or directs visitors to desired location.
2. Scans newspapers and other publications for articles on material of interest to personnel; maintains reading material for visitors, calls attention to any situation in the lobby that requires correction of untidy or faulty situations.
3. Operates PBX equipment, receiving, screening, completing, and redirecting all incoming telephone calls, receiving and giving information, taking and distributing messages and information as required. Places outgoing calls and obtains information as requested.
4. Receives, opens, and distributes incoming office mail, as required, some of which may be of a confidential nature.
5. Performs a variety of other functions normally associated with the position such as maintaining travel log register and making reservations for office conference rooms.
6. Assists in obtaining information needed to process complete and accurate applications for certification; preparing and processing applications so that Preliminary and Temporary Certificates and Life Diplomas may be issued.
7. Interviews candidates and processes applications, issues cards, and compiles and distributes lists of substitute teachers.
8. Assists retiring teachers in completing required forms; checks, verifies, or requests verification of accredited service and processes retirement forms.
9. Performs other duties assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

Education: Requires high school education or recognized equivalent. Position requires mental alertness and adaptability to new and/or changing circumstances. May be required to be a Notary Public.

Experience: Requires experience gained through job training or on related work to job training; the total normally is in excess of three months but seldom in excess of one year.

071871 -- Labor Grade 4, Salary Range 30 -- RECEPTIONIST

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