

Operator/Receptionist

Non-Exempt (Pay Grade 2: \$20,424 - \$29,604)

Minimum Education/Experience

- High School diploma
- 1 year relevant experience.

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none">• Performs all aspects of switchboard operations and receptionist duties.• Performs other clerical work as assigned.• Normally receives detailed direction on all work.	<ul style="list-style-type: none">• Decisions significantly impact the representation and communications of the institution to external clients.
Budget/Financial accountabilities	<ul style="list-style-type: none">• N/A	
Institutional resources and relationships	<ul style="list-style-type: none">• N/A	
Staff leadership	<ul style="list-style-type: none">• Participates in a team of non-exempt staff.• Provides coaching to appropriate staff as needed to ensure successful completion of assigned tasks.	<ul style="list-style-type: none">• Decisions moderately impact the quality of the work environment.