

Title: Central Office Receptionist	Effective Date: May 11, 2012	Grade: V	Job Category: Admin. Support
Prior Title: Central Office Receptionist	Prior Effective Date: August 24, 2007	Grade: V	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Personnel Officer, this position is responsible for operating switchboard and performing receptionist duties at the Central Office complex.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Operate switchboard to relay incoming and outgoing calls.
- Receive visitors, determine nature of business, and direct them to their destinations.
- Perform a variety of clerical duties, including data input, as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to maintain professional communications and to reflect a positive attitude with the public and Department employees. Switchboard and computer experience desired.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

