
CARROLL COUNTY GOVERNMENT POSITION DESCRIPTION

RECEPTIONIST

General Description: This is a clerical level position. The incumbent performs routine tasks related daily functions of the Administrator's office.

Organization: The Receptionist reports to the Office Manager.

Essential Functions:

- Greet & direct all citizens
- Receive all incoming calls
- Scheduling
- Receive, scan and distribute mail
- Scan & digitize documents
- Research for Projects
- Purchase supplies and equipment
- Update Board books and scan
- Prepare monthly office billing
- Daily mailings and correspondence
- Work policies and ordinances
- Prepare for special meetings
- Respond to emails
- Attend meetings for County
- Ads and notices for publication
- Board Meeting Preparation

Working Conditions

- A. Hazards
 - None Known
- B. Environment
 - Office
- C. Physical Effort
 - Minimal
- D. Exempt

Knowledge, Skills, and Abilities: Requires good communication skills, both oral and written. Must be able to work independently and able to prioritize workload in order to meet sensitive deadlines.

Education, Experience and Training: High school diploma, or equivalent required. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Valid Commonwealth of Virginia Driver's License
- DMV Driving Records Check
- Work beyond normal work schedule
- Six month probationary period