



Safety Service Department

City Hall Receptionist

Mayor Pamela Bobst

Reports To:	Director of Safety Service	Salary:	\$9.88 - \$18.94/hr
Shift:	12:30 P.M. – 4:30 P.M. Monday through Friday	FLSA Status:	Exempt

Position Overview:

Under supervision of the Safety Service Coordinator, the City Hall Receptionist responds to incoming calls and visitors to the Information Desk at City Hall. The Receptionist also provides clerical support to the Safety Service Director and the Safety Service Coordinator and performs various miscellaneous duties as assigned. The Receptionist operates the City's switchboard, and uses standard office equipment including, but not limited to, the City's telephone system, computers, copier and fax machines. The work is performed primarily in the switchboard area, which is comparable to a typical office environment where the employee is not generally exposed to adverse environmental conditions.

Duties:

1. Receptionist Duties

- Receives calls to City's general number, ascertains purpose of call and directs caller to appropriate person or department*
- Assists visitors by answering questions, providing information, or directing them to the appropriate person or department*

2. Clerical Support

- Performs routine office procedures including filing, typing, faxing, copying, sorting mail
- Enters information into spreadsheets using Excel and Word software (e.g., purchase orders, mail merge, printing labels, petty cash, block parties)
- Prepares routine correspondence
- Accepts cash and prepares receipts
- Orders office supplies for the Department
- Performs clerical support for other Departments as needed (e.g., Building, Civil Service, Human Resources)
- Performs additional duties and assignments as required

* Denotes essential function of the job

Minimum Qualifications:

The position requires a high school education and at least one (1) year of previous experience in a customer service or clerical position; or an equivalent combination of skills and experience which provide the necessary skills and abilities to perform the job.

Position will be posted until filled. Applications may be obtained at http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. **Submit completed application, cover letter and resume**, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer