

MONMOUTH REGIONAL HIGH SCHOOL

TITLE **GENERAL OFFICE CLERK**

Reports to: Principal

Nature and Scope of the Job:

The general office clerk shall work cooperative and carry out tasks under the direction of the Principal. The position plays a vital role in assisting the Administrative Team in attaining a safe and secure educational climate through coverage of the front office to receive visitors.

Qualifications:

1. High School diploma
2. Minimum of two years' related work experience
3. Knowledge of office equipment office procedures
4. Good telephone skills and ability to communicate effectively
5. Good organizational skills
6. Must work well with others, including other secretarial staff, instructional and support staff, students, and public
7. Demonstrates sensitivity to cultural diversity
8. Maintains the physical and mental capacity to perform the functions of this job
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Employment Terms:

Ten (10) months in accordance with published annual school calendar. Position is not part of the Monmouth Regional High School Secretary Unit.

Job Functions and Responsibilities:

1. Serves in highly visible position, as first line of communication with the public
2. Greets all visitors in a friendly manner, have them sign-in and sign-out, and give them a name badge. Ask unauthorized visitors to leave
3. Provides an efficient and effective reception service to the staff, students, parents/guardians and the general public
4. Ensures reception area must be covered at all times
5. Operates all communication systems – switchboard, multi-line telephones, intercom, and public address system
6. Must be alert to bomb scare callers or any other callers that might be a security risk
7. Answer all incoming calls, provide information, take messages and/or transfer call to correct extension
8. Make sure that the telephone system and voicemail service are operating at all times

