



### Receptionist (Multiple Openings)

Location(s): **New Rochelle, Mt. Vernon & White Plains, NY**

Hours: 9:00am to 5:00pm

Wage: \$15.50/hr

#### *Job Description / Experience:*

- Under supervision of an administrative or clerical employee of higher rank, an incumbent of this class is responsible for receiving the public, clients, or other County employees
  - Answer inquiries in person or over the phone, and referring callers to the proper staff within the office
  - Perform duties that are more responsible and complex in nature
  - Act as lead person for a small group of clerical employees providing back-up coverage
  - Good knowledge of office etiquette and procedures; ability to meet and deal with people in an efficient and tactful manner
  - Ability to carry out work independently, from general instructions
  - Ability to elicit the nature of business of a visitor and determine how to best respond in a manner reflective of the department's public image
  - Effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software (Microsoft Word, Excel, and Outlook)
  - Perform other related duties as required
  - High school or equivalency diploma and 1 year of general office experience required including, or supplemented by 1 year of experience involving contact with the public
    - SUBSTITUTION: Satisfactory completion of 30 credits\* or one year of post high school education at a college or business school may be substituted for the one year of required experience
    - NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.
- \*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education a post-secondary, degree-granting institution

Many of the job opportunities generated by GoodTemps are the result of contracts that require placing people with disabilities

**\*Individuals with disabilities are urged to apply\***

