



**Job Title:** Payroll and Benefits Receptionist

**Exemption Status/Test:** Non-Exempt

**Reports to:** Payroll and Benefits Office Manager

**Date Revised:** June 2017

**Dept. /School:** Payroll and Benefits

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**Primary Purpose:**

Answer multiple phone lines and greet and assist visitors in a pleasant and professional manner. Assist in the routing work activities of a school district department office and provide clerical and administrative services to the staff.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Experience:**

Front desk and/or payroll and benefits experience preferred

**Special Knowledge/Skills:**

Proficient in use of MS Office and GISD software applications

Strong interpersonal, organizational and clerical skills

Bilingual

Ability to handle confidential and sensitive information with good judgement

Ability to manage heavy workload with attention to detail in a fast-paced office while meeting critical deadlines

**Major Responsibilities and Duties:**

1. Answer multiline phone system directing calls to appropriate individuals.
2. Assist staff members with routing clerical duties.
3. Sort department mail.
4. Order and maintain adequate supplies for staff.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard high volume copier/scanner, multi-line phone system, computer

**Posture:** Frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Prolonged data entry; grasping/squeezing to sort for filing

**Lifting:** Occasional moderate lifting (15-30 pounds)

**Environment:** Work in a high volume, fast paced office environment; frequent multi-tasking

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.