

**City of Mason**  
**Employment Opportunity**  
**For**  
**Part-Time Receptionist**

<b>Hiring Range:</b>	<b>\$20.00 per hour</b>	<b>Classification:</b>	<b>Classified</b>
<b>Reports To:</b>	<b>City Manager or designee</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Posted:</b>	<b>05/15/2024</b>	<b>Department:</b>	<b>Administration</b>
<b>Working Hours:</b>	<b>5 hrs./Day or 25 hrs./Week</b>	<b>Status:</b>	<b>Part-time/Shared</b>

---

---

**General Statement of Duties and Distinguishing Features of Class**

The receptionist acts as the point of contact for customers. The receptionist will greet, assist, and provide information and assistance when requested. Perform a wide variety of administrative support functions within the assigned department. office of the City of Mason; to the public upon request. Perform various clerical and administrative tasks for other departments as assigned.

**Examples of Work (Illustrative Only)**

- Answering, screening, and forwarding calls.
- Taking messages and ensuring they are passed on to the correct person in a timely manner.
- Welcome visitors in a positive and approachable manner, determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Monitoring security and telecommunications systems to increase the company's security.
- Handle complaints or queries via calls, emails, and general correspondence as directed by supervisor.
- Managing administrative tasks as assigned.
- Maintaining documents and records as assigned, while following Public Record Laws and procedures.
- Assist with scheduling and setting up appointments as assigned.
- Track office supplies and printers are operating correctly.
- Maintain the reception area's safety and cleanliness as determined by supervisor.
- Prepares reports and maintains administrative records and paperwork as requested.
- Process external/internal mail within assigned timeframe.
- Upholds the policies and procedures of the City of Mason.
- Performs related duties and responsibilities as assigned.

**Skills, Knowledge, and Abilities: The following are preferred.**

- Work independently
- Excels in communications skills, both verbally and in written form.
- Excellent interpersonal and customer service skills.
- Demonstrate technical skills and meet expectations for position.
- Time management to juggle multitude of tasks throughout the day.
- Proficient with Microsoft Office.
- Experience working in local government office environment.

**Physical Requirements**

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Answering phones and viewing computer monitor.
- Prolonged periods of sitting at a desk.
- Must be able to lift 25 pounds at a time if needed.
- Manual dexterity to use keyboard and answer multi button phonenumber.
- Ability to visually see visitors, employees and review documents, both digital and paper.
- Ability to hear and converse with visitors or employees in person or over the phone.

**City of Mason**  
**Employment Opportunity**  
**For**  
**Part-Time Receptionist**

I understand that I am applying for employment at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.