



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Administrative Receptionist
II. Organization Unit: Administrative Division
III. General Summary: The Receptionist is the first point of contact with patrons entering the Administrative Office.
IV. Qualifications: High school diploma; 2 or 4-year college degree (preferred); proficient in Word, Excel, PowerPoint, Outlook;
V. Special Work Conditions: May be required to work some extended hours during inclement weather events or special projects.
VI. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire.
VII. Employee Classification: Non- Exempt
VIII. Essential Job Functions: 1. Answer phone and disseminate/transfer calls and front desk reception, as well as taking messages, if needed.
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date