

<p align="center">JOB DESCRIPTION: SPURWINK SERVICES</p> <p>Effective Date: 02/08/94</p>	<p align="center">RECEPTIONIST</p> <p>Revised: 10/14/04; 10/24/07; 06/08/11; 8/10/12</p>
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* Denotes an Essential Function

Title: Receptionist

Category: AS1

Code: 740

Minimum Education Requirements: High school diploma or G.E.D.

Minimum Experience Requirements: Office experience preferred; knowledge and use of PC's and database systems required.

Duties and Responsibilities of the Position: The particular duties of each Receptionist are defined by the individual programs. In addition to his/her specific clerical tasks, the Receptionist represents the face and tone of Spurwink. He/she is expected to exercise sensitivity in dealing with Spurwink clients and employees.

- * 1. Perform clerical functions of the program.
- * 2. Answer telephones and direct calls and faxes..
- * 3. Greet and direct visitors.
- * 4. Sort and distribute mail.
- * 5. File, scan, type and photocopy, as needed.
- * 6. Assist with bulk mailings.
- * 7. Close down and secure building nightly.
- * 8. Maintain a current Maine driver's license and a clean driving record as outlined in Spurwink's Driving Policy.
- * 9. Maintain and order supplies for postage meter.
- 10. Maintain and order general office supplies as needed.
- 11. Update and maintain phone directories.
- 12. Maintain conference room calendar.
- 13. Maintain Reception area as well as any handbooks and/or logs.
- 14. Order service for Reception office machines, when needed.

15. Assist staff with special projects as needed.
16. And, those other assignments appropriate to the position as determined by Program Administrator or Supervisor.

Immediate Supervision: Program Administrator or Supervisor.

Immediate Subordinates: None.

Schedule of Employment: Non-exempt.

Other: As an employee of Spurwink, the Receptionist is expected to adhere to the policies and procedures of Spurwink. He/she must keep client and employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA).

General Sign Off: The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Name (Please Print)

Employee Signature

Date