

Educational Service Center of Medina County

Job Description

Title: Receptionist

Reports To: Personnel Department Supervisor

Supervises: N/A

FLSA Status: NON-EXEMPT

Duties and Responsibilities:

1. Records messages and transfers telephone calls promptly and correctly to the various appropriate extensions.
2. Responds to routine questions and requests in an appropriate manner, directing people to the appropriate department for specific information.
3. Assists customers as they enter the office.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.
4. Frequent repetitive hand motion (i.e. computer typing)
5. Frequent interruption of duties by visitors, staff, students, and/or telephone.
6. Occasional requirement to lift and carry up to 50 pounds.
7. Occasional travel to professional development/pre-service activities.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA, and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: November 19, 2012
Revised by Governing Board: November 19, 2018