Senior Center

Front Desk Receptionist/Clerk

Mayor Pamela Bobst

Reports To:	Senior Center Director	Salary:	$8.70 - $15.90/hr
Shift:	8:30 A.M. to 12:30 P.M. Other hours available with events	FLSA Status:	Exempt

Position Overview:

Under the direct supervision of the Senior Center Director, the Front Desk Receptionist greets and directs visitors, answers and refers telephone calls, and performs clerical duties associated with class registrations; tallies and batches cash drawer and credit card receipts at end of shift. The position involves utilization of standard office equipment including but not limited to the City's telephone system, computer, credit card machine, copier, and calculator. The Front Desk Receptionist work is performed in a typical office environment where the employee is not generally exposed to adverse environmental conditions.

Duties:

1. **Front Desk Receptionist** **95%**
   - Greets and directs visitors as they enter the Senior Center*
   - Computer skills based on Microsoft operating skills – e.g. Word, Excel
   - Answers telephone, screens and directs calls, records and forwards messages as needed; responds to requests for assistance or information as needed*
   - Records payments for classes/activities/trips*
   - Helps with event registrations and guest check-in
   - Performs credit card transactions and balances daily totals*
   - Records requests for card table reservations*
   - Checks library books in and out and places books on shelves*

2. **Miscellaneous** **5%**
   - All other duties as needed to perform the job*

Minimum Qualifications:

- A high school diploma
- Preferable previous experience in a people oriented position or career, or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. *Submit completed application, cover letter and resume*, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116

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