

JOB TITLE: Receptionist

GENERAL PURPOSE:

The general purpose for the receptionist position is to greet clients and other visitors to the firm and direct them to the appropriate attorney or staff member. The receptionist is also responsible for answering and routing incoming telephone calls through the switchboard. Responsibilities have been added to this position to provide versatility. Working contacts include all attorneys and staff, clients, vendors, etc.

ESSENTIAL JOB FUNCTIONS:

- Greets and directs clients and other visitors to the firm.
- Answers and routes all incoming calls through the switchboard.
- Maintains an attendance log and informs the appropriate personnel of reported absenteeism.
- Schedules use of conference rooms.
- Maintains a log of appointments and activities for the firm and prepares a monthly calendar of these events for firm-wide distribution.
- Prepares the daily newsletter.
- Performs routine clerical duties, e.g., types labels, envelopes, etc.; sells postage stamps; logs all incoming deliveries; etc. (See list on page 2 for details.)
- Data entry when additional help is needed for main file room.
- Time entry for all law clerks.

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- Data entry, labels and stuffing for firm mail outs.
- Name tags, place cards, invitations and stuffing for firm events.
- Assist various secretaries with monthly firm billing mail.
- Proofs documents.
- Performs other duties as required.

Physical and Sensory Requirements (With or Without the Use of Mechanical Devices):

Mobility, reaching, bending, lifting, grasping, fine hand coordination, ability to talk and hear, ability to read and write, ability to communicate with personnel, and ability to remain calm under stress.

QUALIFICATIONS:

- Must have a high school diploma.
- Must have at least one year previous experience as a receptionist/switchboard operator.
- Must be able to type 40 wpm.
- Must have the ability to operate other standard office equipment.
- Must have excellent organizational skills.

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- Must be able to handle highly sensitive and confidential information in a professional manner.
- Must be able to relate professionally and positively to staff and to work cooperatively with firm personnel at all times.
- Must be capable of maintaining regular attendance.
- Must be capable of performing the essential job functions of this job, with or without reasonable accommodations.