



Job Description

Position: Parish - Receptionist

Status: _____ Full Time _____ Part Time
 _____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

The Receptionist welcomes and greets people who come into or telephone the parish office.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Good typing skills
- Ability to communicate verbally in writing
- Ability to maintain confidentiality in all matters
- Basic knowledge of how the parish operates and ability to grasp quickly how the parish office functions
- Good interpersonal communication skills
- Experience working with the general public

Primary Duties and Responsibilities:

- Welcome and greet people who come into the parish office.
- Answer phones, take messages and/or refer callers to appropriate person.
- Register new parishioners.
- Assist with copy work and train others how to use office/clerical equipment.
- Provide typing services; handle general correspondence and clerical support.
- Other, as directed by pastor.

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date