**TITLE: Switchboard Operator / Receptionist**

**REPORTS TO: Administrator**

**METHOD OF PAY: Hourly**

**Purpose of Your Job Position**

The primary purpose of your job position is to perform switchboard functions and clerical support in an efficient manner in accordance with established procedures, and as directed by your supervisor. As Switchboard Operator / Receptionist, you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

**EDUCATION / EXPERIENCE:**

Must have High School Diploma or its equivalent.

**Equal Opportunity Employer**