

Receptionist

Applications are required for consideration for this position. Resume Submission alone is not an application for a position. An individual must complete our standard application form and provide proof of certificates and licenses required for the posted position.

There is an opening for a Receptionist at Genesee County Water and Waste Services in Flint. Duties include: Serves as office receptionist greeting individuals, in person and over the phone, providing information and assistance or directing the person to the appropriate staff member.

Applicants must meet the following minimum qualifications to be considered for an interview:

- High school diploma or equivalent.
- One to two years of related receptionist experience including responsibility for answering a multi-line phone system.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, customers, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Computer skills necessary to maintain various departmental records.
- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy.

Pay Scale for 2018

Start	1 Year	2 Years	3 Years	4 Years	5 Years	7 Years	12 Years	17 Years
\$16.79	\$17.27	\$17.74	\$18.21	\$18.67	\$19.16	\$19.64	\$20.11	\$20.58

Applications are mailed to:

Genesee County Water and Waste Services, G-4610 Beecher Rd, Flint, MI 48532

www.gcdcwws.com

Applications can be e-mailed to: hr@gcdcwws.com

Position open until filled

Applications must either accompany or follow resume submission

NO PHONE CALLS. EEO.

Please note that the Division will hire a Customer Service Representative OR a Receptionist, not both.



**GENESEE COUNTY DRAIN COMMISSIONER
DIVISION OF WATER & WASTE SERVICES
JOB DESCRIPTION**

JOB TITLE: RECEPTIONIST

DEPARTMENT: Permits

REPORTS TO: Manager of Permits and Construction

JOB SUMMARY:

Serves as office receptionist greeting individuals, in person and over the phone, providing information and assistance or directing the person to the appropriate staff member

PRIMARY DUTIES & RESPONSIBILITIES:

- Serves as office receptionist greeting individuals, in person and over the phone, providing information and assistance or directing the person to the appropriate staff member.
- Opens, date stamps, and distributes incoming mail to appropriate staff members.
- Prepares outgoing mail and packages; maintains related records.
- Maintains the employee sign-out sheet.
- Opens the building each morning.
- Forwards after-hour calls in the voice mail system to the appropriate individual/department.
- Maintains office equipment and the neat appearance of the office; arranges for repairs as needed

OTHER DUTIES & RESPONSIBILITIES:

- Assists with special projects as directed.
- Performs other duties as assigned.

JOB QUALIFICATIONS:

- High school diploma or equivalent.
- One to two years of related receptionist experience including responsibility for answering a multi-line phone system.
- Interpersonal skills necessary to provide courteous and accurate information to all levels of staff, customers, and others. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Computer skills necessary to maintain various departmental records.

RECEPTIONIST

MENTAL & PHYSICAL REQUIREMENTS:

- Mental ability to handle pressures related to dealing with difficult customers.
- Physical ability to properly operate required office equipment and transport boxes of equipment supplies weighing up to 20 pounds.

WORKING ENVIRONMENT:

- Normal office environment with little, if any, discomfort due to heat, dust, noise and the like.

OTHER REQUIREMENTS:

- Must have a valid Michigan driver's license and qualify to drive a Division vehicle in compliance with the Division Driver Policy

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Job Code	Job Number	FLSA Status	Workers Comp	Wage Level	U/NU	Revised
RECPT	033	Non Exempt - Hourly	8810	1	NU	2006