



Serve as office receptionist; screen callers, take messages and forward calls to appropriate personnel; greet public as necessary; receive, process and distribute mail; provide routine information related to personnel and the application process, job openings and other information.
E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human resources practices and procedures in employment and related record-keeping.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.