



Fairfield City Schools

4641 Bach Lane • Fairfield, Ohio 45014-3095
Phone (513) 829-6300 • Fax (513) 829-0148

We are now accepting applications for the vacancy of:

Confidential Receptionist – Fairfield Administration Building

Position: Confidential Receptionist
Building/Department: Fairfield Administration Building
Contract days: 250 days, four (4) hours per day
Civil Service Status: Excluded
Bargaining Unit Status: Excluded

Essential responsibilities/duties:

- Responsible for welcoming and greeting visitors to the Administration building in a courteous and professional manner.
- Answering and channeling all incoming telephone calls to the appropriate department, building, or individual in a polite and professional manner.
- Possessing knowledge of the District, schools, departments, day-to-day operations and community activities to answer questions of parents, community members and other callers or visitors.
- Maintain an orderly reception area including bulletin boards and other literature.
- Perform all clerical functions as required within the scope of responsibilities.
- Serve as a confidential employee to the District's Administration building and Board of Education.
- Other duties as assigned and related to the job description.

Qualifications:

- Excellent interpersonal skills necessary to communicate effectively and work productively with the general public.
- Excellent verbal and written communication skills, with keen attention to detail.
- Ability to handle confidential information.
- Ability or capacity to learn how to use telephone and voice mail system, and computer-based systems pertaining to position needs.

Application Process:

Interested candidates must complete an on-line application through the AppliTrack system at www.fairfieldcityschools.com including a cover letter, resume, references and salary requirements. Each applicant will be evaluated, and those deemed most qualified will be invited to participate in the interview process. For questions, please email: hr@fairfieldcityschools.com

CC: Superintendent
Treasurer
Building Principals
Local President
Civil Service Commission