

**Job Title: HUMAN RESOURCES RECEPTIONIST**

**Job Purpose**

The Human Resources Receptionist serves as the primary point of contact and the “face” of the Human Resources Department. This position provides professional, welcoming, and efficient administrative support to district employees, applicants, and the general public. The role ensures personnel inquiries are handled with a high level of confidentiality and supports the daily operations of the HR office in alignment with the district’s mission.

**Knowledge, Skills, and Abilities**

- Professional Communication: Ability to communicate clearly, courteously, and effectively both verbally and in writing with diverse stakeholders
- Confidentiality: Maintains strict confidentiality of personnel records and sensitive information in compliance with FERPA and other applicable laws
- Technical Proficiency: Skilled in Microsoft Office Suite (Word, Excel, Outlook) and able to learn district software systems (e.g., Frontline, Marathon, etc.)
- Organizational Skills: Ability to manage multiple tasks in a high-volume environment while maintaining accurate and organized records
- Interpersonal Skills: Demonstrates a service-oriented approach with the ability to assist employees and applicants professionally and patiently
- Attention to Detail: Ensures accuracy in data entry, documentation, and record-keeping
- Problem-Solving: Ability to respond to inquiries effectively and route concerns appropriately
- Office Operations: Knowledge of standard office equipment and procedures

**Minimum Qualifications**

- Education: High School Diploma or GED required; Associate’s degree in Business Administration or related field preferred
- Experience: Minimum of two (2) years of clerical or receptionist experience, preferably in a school district or Human Resources setting
- Certification: Must pass background check and fingerprinting as required by Mississippi law
- Language: Fluency in English required; bilingual (Spanish) preferred

**Duties and Responsibilities**

- Demonstrates prompt and regular attendance.
- Greets and assists district employees, applicants, and visitors in a professional and welcoming manner
- Answers, screens, and directs incoming calls, emails, and inquiries to appropriate personnel
- Assists applicants with the employment application process and provides information on job vacancies
- Maintains a clean, organized, and professional reception area
- Manages incoming and outgoing mail, deliveries, and correspondence
- Maintains and organizes physical and electronic personnel records with a high level of accuracy and confidentiality
- Performs data entry into HR systems and maintains applicant and employee databases
- Assists with onboarding processes, including distributing new hire packets and collecting required documentation (e.g., I-9 forms, certifications, fingerprints)
- Schedules and coordinates background checks, including FBI and Mississippi Child Abuse Registry checks, and communicates with appropriate departments as needed
- Processes employment verification requests in accordance with district policy

- Assists with preparation of hiring packets, onboarding materials, and Board meeting documents
- Supports HR staff with administrative tasks, special projects, job fairs, and training events
- Coordinates with other departments regarding office supplies, postage, and operational needs
- Ensures compliance with district, state, and federal policies and procedures
- Performs other duties as assigned by the Human Resources Director or Superintendent
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission

**Reports To:** Human Resources Director and other assigned district administrators

**Supervises:** None

**Terms of Employment:** 240 Days (July 1 – June 30)

**FLSA Status:** Non-Exempt

**Disclaimer:** The preceding job description is intended to describe the general nature and level of work performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Duties may be modified or assigned as needed by the district.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date