

COVID-19 Receptionist- Temporary #2020-19 (STROUD) assists in providing social distancing by providing pre-check in screening to the Human Service Department in the visitor management process. Greets visitors, ascertains nature of business and conducts pre-check in for all visitors. Answers telephone and gives information to callers or routes call to appropriate person. Sorts incoming mail for distribution. High school diploma or GED equivalent with emphasis on business administration subjects.