

**Rockingham County
Department of Human Resources**

Career Opportunity



Position Title: Receptionist

Salary: \$11.44 – \$15.84

Department: Rockingham County Rehabilitation
& Nursing Center

Shift Differential:
\$1.25 p/hr 2nd Shift & \$1.25 p/hr 3rd Shift
Weekend Premium: **\$1.00 p/hr**

Status: Part Time (24 Hours)

Shift: 3rd

Posted: Open
Closing: Until Filled

Alternating holidays and weekends as required

Purpose/Scope:

Monitors alarms systems and security cameras, operates a multi-line telephone system to answer incoming calls and directs callers to appropriate personnel by performing the following duties.

Essential Job Functions:

Monitors security cameras, fire and security alarms.

Answers incoming calls, determines purpose of calls and forwards to appropriate personnel or department and dials requested numbers.

Directs questions about the organization to appropriate personnel and provides callers with address, directions and other information.

Maintains radio contact with maintenance department and nursing home vehicles.

Welcomes on-site visitors, determines nature of business and directs to appropriate area.

Receives, sorts, routes and posts mail.

Sells meal tickets, candy, raffle tickets and similar products.

Keeps a log of keys signed in and out.

Maintains security cameras.

Performs a variety of clerical duties such as filing, collating, copying, sorting and typing.

Makes emergency 911 calls.

Knowledge, Skills, and Abilities Required:

Duties require knowledge of office procedures equivalent to the completion of a High School diploma or General Education Degree (GED); or one month of related experience and/or training; or an equivalent combination of education.

Submission Requirements: Employment application required. Resume and cover letter optional.

Apply to: Department of Human Resources

Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:

Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833

Applications can be found online at: rockinghamcountynh.org/careers

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.