

McLennan County 9-1-1 Emergency Assistance District is seeking a **Part-Time Receptionist**. (Hours to work will be negotiated upon interview / hire.)

Position: Part-Time Receptionist (approximately 20 hours per week)
FLSA Status: Non-Exempt
Salary: \$16.00 Per Hour / No Benefits
Opening Date: November 3, 2025
Closing Date: Until Filled or Closed

ESSENTIAL JOB DUTIES:

- Answer and direct incoming calls from a multiple line console. Using a paging system, access voice mail or take messages as requested.
- Acknowledge lobby visitors by greeting them, announcing and directing them to proper destination.
- Distribute internal and external correspondence as needed.
- Post outgoing and sort incoming mail.
- Make and distribute copies.
- Scanning.
- Filing.
- Provide assistance to other staff members as necessary.
- Other duties as assigned.

REQUIREMENTS:

- High School Diploma or equivalent (Associates degree preferred)
- 1 - 3 years Receptionist experience or Customer Service experience
- General personal computer skills
- MS Office Suite proficiency
- Proficiency in using multi-purpose copier/scanner
- Excellent written and verbal communication skills
- Ability to follow written and verbal directions
- Excellent organizational skills
- Outstanding interpersonal skills / Professional attitude
- Ability to operate all standard office equipment
- Ability to work accurately
- Attention to detail, excellent follow-through and organizational skills
- Ability to prioritize
- Ability to arrive to work on time
- Ability to adhere to "business casual" dress code
- Outstanding customer service skills

ESSENTIAL PHYSICAL DEMANDS: Fine dexterity (computer keyboard entry), vision (performing data entry, proofreading), hearing (verbal communication in person and on telephone), sitting, standing, walking, bending and reaching. Some light to moderate lifting (books, computer printout binders, mail, etc.).

ENVIRONMENTAL FACTORS: Individual works in a well-lighted, tobacco-free, vape-free office. Contact with other district employees and general public.