

Hutchinson Clinic  
Structured Compensation - Job Description  
**Receptionist, Director**

Prepared on: 1/2/2008

Page: 1

Department:	Accounting Department	Grade:	9
Reports To:	Clinic Administration	Classification:	Exempt
Supervises:	Direct: 0          Indirect: 0		
Approved By:	Compensation Committee	Effective Date:	4/29/1997
		Revised Date:	

Role:

Schedules, assigns and supervises the work of the receptionist department and maintains telephone service.

Major Duties and Responsibilities:

(E) Essential or  
(N) Nonessential

30%	Plans, coordinates, monitors and reports on the receptionist department.	E
20%	Orders all telephone equipment for clinic.	E
15%	Assist in selecting receptionist staff. Supervises and trains receptionist staff.	E
15%	Arranges for coverage and oversees daily operations for receptionist.	E
15%	Identifies problems and offer suggestions for improvement for receptionists and telephone departments.	E
5%	Performs related work as required.	N

Expectations:

1. Provide adequate coverage for every receptionist desk each day.
2. Maintain telephone equipment throughout the Clinic.
3. Maintain professional and friendly attitude with all patients and co-workers.
4. Make sure each receptionist is notified of doctor's scheduling changes, etc.
5. Abide by clinic rules and regulations.

Knowledge and Skills:

Experience: Six months to two years of similar or related experience.

Education: Equivalent to a high school education.

Interpersonal Skills: A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or is usually of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.

Other Skills: Requires prolonged sitting. Requires eye/hand coordination and manual dexterity. Requires the use of office equipment, such as computer terminals, telephone fax machines and copiers. Requires normal vision and hearing within normal range. Position requires moderately sustained attention coping with interruptions in work environment with regular unscheduled pressure. Work routinely involves choice of action or methods within a limited amount of time.

**Confidential**

Hutchinson Clinic  
Structured Compensation - Job Description  
**Receptionist, Director**

Prepared on: 1/2/2008

Page: 1

**This Job Description is not a complete statement of all duties and responsibilities comprising this position.**

**Confidential**