

BENCHMARK POSITION NUMBER: 2 CLASSIFICATION LEVEL: 2
 SECTION TITLE: ADMINISTRATION EFFECTIVE DATE: _____
 POSITION TITLE: TELEPHONIST SUPERVISOR'S TITLE: _____
 POSITION NUMBER: _____ SUPERVISOR'S LEVEL: _____

SUMMARY:

Under the supervision of the Administrative Assistant, performs the duties of telephonist, using English, French and language of the country.

DUTIES:% OF TIME

- | | | |
|----|---|-----|
| 1. | Operates the Chancery switchboard with 6 incoming trunk lines and 40 internal lines, including the placing of long distance telephone calls. Records all long distance telephone calls on appropriate form. | 70% |
| 2. | Receives ground-floor visitors and directs them to appropriate section or member of the Embassy, or gives them information on hotels, travelling, doctors, etc. Prevents movement of unescorted visitors in restricted areas. | 25% |
| 3. | Complies and maintains Embassy telephone directory. | 5% |

 INCUMBENT

 SUPERVISOR

 DATE

 DATE