

Specification for Class of

RECEPTIONIST GUIDE

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Receives and escorts visitors at State Capitol complex or State Historical Society activity.

Typical Work Receives and registers visitors to activity; Provides information concerning buildings, facilities, exhibits, displays and collections;

Welcomes individuals and school and other group visitors; provides explanations and guide service;

Sells books, documents, artifacts, and souvenirs;

Assists in maintaining order within establishment, and in providing security for exhibits;

Performs other work as required. Knowledge and Abilities

Knowledge of: Washington State history.

Ability to: meet and deal tactfully with visitors; speak clearly and informatively; stand and walk for prolonged periods.

Minimum Qualifications Graduation from high school.

Clerical or public contact experience may be substituted, year for year, for education.

Revised July 12, 1971

Revises minimum qualifications