

# SWITCHBOARD OPERATOR

## Additional Duties List

Purpose: To have additional duties slated for operator to perform when the phones may be slow. To maintain organizational productivity and assist other departments with routine tasks.

### Additional Duties:

- Shredding: check other departments
- Copying: maintain files in front office with adequate copies of HHA's, surveys, complaint forms, prescription refills, sign-in sheets, physical questionnaires, DOT forms, etc. Check other department's needs.
- Filing: condensing of files in front office.
- Data Entry duties (collaborate with Data Entry department for sorting/filing tasks)

The employee should seek take effective action and seek additional duties when appropriate while maintaining primary duty of telephone coverage. Additional duties should in no way hinder primary job description.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_