Job Title: Administrative Clerk - Receptionist	Department: Administrative
Reports to: Board Operations Manager & Benefits Administrator	Effective Date: February 2026

Job Summary:

The Dallas Police & Fire Pension System is seeking a receptionist who is responsible for handling front office reception and providing clerical assistance by performing the duties below. Work is performed under limited supervision with moderate latitude for the use of initiative and independent judgment.

Duties/Responsibilities:

- Greet and welcome guests. Directs visitors to the appropriate party.
- Answer, screen, and forward incoming phone calls.
- Provide basic and accurate information in-person and via phone.
- Receive, sort, and distribute daily mail/packages.
- Perform clerical duties such as filing, copying, scanning, and faxing.
- Ensure the reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, etc.)
- Works collaboratively with the Benefits team, assisting with member forms by sending out requested forms, scanning, and reviewing completed forms for accuracy.
- Compile list of office supplies needed for the Executive Secretary to order.
- Receive office supplies delivery orders, adhere to internal controls 2-person check-in process, and store in the appropriate location.
- Ensure kitchen supplies are stocked and routinely clean out expired items from refrigerators.
- Coordinate weekly staff meeting facilitator and maintain the staff calendar.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Integrity, discretion, and respect for confidential information.
- Strong organizational time management, and multitasking skills required including the ability to plan, prioritize and execute multiple initiatives/deadlines autonomously and shift priorities as necessary.
- Ability to be resourceful and proactive when issues arise.
- Follows through on commitments; is reliable, conscientious, and dependable.
- Proven work experience as a receptionist, front office representative, or similar role with hands-on experience with office equipment (e.g. printers, fax machines, etc).
- Excellent communication (verbal and written), interpersonal and professional interactive skills are necessary to perform at a high degree of proficiency.
- Capable of working with internal staff from other departments in a proactive and constructive manner.
- Proficient with Microsoft Office Suite or related software.
- Professional attitude and appearance.
- Adaptive to daily demands and adjust priorities as directed by management.

Education and Experience:

- High school diploma or equivalent required.
- Two years of related experience preferred.

Supervisory Responsibilities:

- None

Work Environment:

- This is a full-time 40-hour-per-week non-exempt role with standard hours from 08:00 AM to 05:00 PM Monday - Friday at DPFP's office. (4100 Harry Hines Blvd. Ste. 100 Dallas, TX 75219)
- Prolonged periods of sitting at a desk and working on a computer.

Salary and Benefits:

Salary will be commensurate with education and experience. Our benefits package includes retirement plans (a mandatory cash balance defined benefit plan through Texas Municipal Retirement System and a voluntary 457 deferred compensation plan administered by Voya), health, dental, vision, life, short- and long-term disability insurance, health savings account, flexible spending accounts, health reimbursement account, paid vacation, holidays, sick time, and free parking.

***Interested parties should email their resume to** resume@dpfp.org. Please include "Administrative Clerk - Receptionist" in the subject line.*

The Dallas Police & Fire Pension System provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.
This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.