



POSITION DESCRIPTION

DEPARTMENT:

POSITION TITLE: Receptionist

GRADE: 2

EMPLOYMENT CATEGORY: Regular Full-time

STATUS: Nonexempt

REPORTS TO: Office Manager

POSITION SUMMARY:

The Receptionist is a full-time position with a variety of responsibilities. These include telephone duties using a multiple line telephone system, receiving all visitors to the office, management of the office traffic flow, case file preparation, preparation and monitoring of worthless check and care & treatment cases and monitoring appointments with attorneys and the public. The employee exercises routine duties and independent judgement under supervision.

FUNDAMENTAL JOB DUTIES:

- Receives complaints and inquiries via telephone and personal visit, researches and provides the appropriate response or redirects the matter as necessary.
- Answers office telephone lines and directs calls to the appropriate party.
- Prepares adequate phone messages as necessary.
- Receives all visitors to the office.
- Receives and processes law enforcement reports following established procedures.
- Monitors the flow of office traffic to alleviate congestion.
- Prepares, monitors and processes all worthless check cases following established policies and procedures and receipts monies taken in. Monitors worthless check cases filed as criminal offender cases. Closes all worthless check cases.
- Prepares, monitors and processes all care & treatment cases following established policies and procedures.
- Copies files as deemed necessary.
- Receives and processes Motions for Discovery. Makes appropriate contact with law enforcement to request items of discovery.
- Assists in locating and preparing files on the docket in preparation for court hearings.
- Prepare and break down old files for scanning into archives.
- Assists other office staff in preparing legal pleadings and other documents as needed.
- Performs other secretarial duties as needed.
- Other duties as directed by the Office Manager, Secretarial Pool Manager or the County Attorney.

EDUCATION:

The position requires a high school education or GED.

EXPERIENCE / SKILLS:

One (1) year of training in general secretarial skills and one (1) year of office related experience requiring the use of a computer. Two (2) years of experience may be substituted for the formal training requirement. Prior experience in a law office is preferred. The position requires that the employee have no felony convictions and no misdemeanor convictions for crimes involving moral turpitude or dishonesty. Submission to a background check is a requirement of this position.

PHYSICAL REQUIREMENTS / ABILITIES:

High mental, visual and aural concentration is frequently required. The employee is required to sit for long periods of time, stand, walk, bend, reach and lift. The position requires that the employee lift boxes of files weighing approximately forty (40) pounds, on occasion. The position may require the employee to climb a stepladder to obtain files from storage. The duties require acute hearing and adequate visual acuity. Adequate speech capabilities are required. The position requires reasonable mobility to access files, copier and other information. The position requires the ability to obtain files from the top drawers of 67" filing cabinets and have full range of motion in bending and lifting.

WORKING CONDITIONS / ENVIRONMENT:

Position requires working in a well-lit, climate-controlled office, sitting at a desk and computer workstation, viewing computer monitor, typing on a computer keyboard, talking on the phone and using a copier on a routine basis. Position is under limited supervision. The position follows established standard policies and procedures, court rules and state statute. Has frequent contact with the public.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Department Head Signature _____