

ISABELLA COUNTY PROSECUTOR'S OFFICE - RECEPTIONIST

Job Description

General Summary

Under the supervision of Prosecuting Attorney, the receptionist receives phone calls and walk-in visitors to the Prosecutor's Office, providing them with information or directing them to the proper location or individual for a particular service. In addition, the receptionist performs clerical support tasks as assigned.

Typical Duties:

1. Welcomes walk-in visitors, assisting them with routine information and/or directing to proper locations within or outside the building for services.
2. Primary telephone duties, providing information to the general public, directing callers to the appropriate individual or department.
3. Answers routine inquiries from the general public, attorney offices, police officers, court personnel, etc., requiring general familiarity with departmental operations and procedures.
4. Performs a variety of other clerical duties such as filing, data entry, electronic scanning and processing of files, processing incoming mail, looking up case histories, and related tasks.
5. Performs various other duties related to office business, as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High School Diploma

Experience: This is an entry level classification; no specific prior experience is required but legal office experience is preferred.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Physical Requirements

Ability to enter and retrieve information from computer.
Ability to withstand long periods of sitting.

Working Conditions:

Work in office conditions.