

Uintah County

Job Description



Title:	Receptionist/Office Clerk	Code:	411
Division:	Administration	Effective Date:	3/07
Department:	Attorney	Last Revised:	6/08
FLSA Cat:	Non-Exempt	Pay Grade:	11

GENERAL PURPOSE

Performs a variety of **receptionist and clerical responsibilities** designed to expedite legal services provided through the Prosecuting Attorney's Office.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney and/or Office.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Answers multi-line telephone and gives messages or takes messages from attorneys, probation officers, police officers and the general public; screens telephone calls; apprises callers of status of various cases; exercises judgment related to confidentiality and propriety of case, hearing, warrants and related sensitive material.

Greets the public, answers general questions and determines appropriate course of assistance.

Files case files according to established alpha or numeric systems; performs routine filing of documents; operates word processing equipment as needed to perform various work projects.

Assists the secretarial staff with overflow work and filing. Archives closed files by scanning and creating electronic files.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. Graduation from high school with course background in general office skills;;
- AND
- B. One (1) year related work experience;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of modern office practices and procedures; multi-line telephones; legal terminology, grammar, punctuation, English, etc.; the legal procedures of trials and courts; modern office practices and procedures; various processes related to criminal document processes; the operation of personal computer and various software applications for word processing, spread sheets, data base management and desk top publications.

Ability to perform secretarial duties and ability to maintain filing and record keeping system. Ability to work with the public and develop effective working relationships; ability to communicate effectively, verbally and in writing; ability to operate a calculator, copy machine, memory typewriter, and other types of standard office equipment.

3. Special Qualifications:

Must be able to type 50 words per minute.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)