



NACOGDOCHES COUNTY

Job Opportunity

Position: Receptionist
Department: County Attorney's Office
Salary: \$20,700.00 per year
Type: Regular, Full Time

Open Until Filled

General Description:

This position serves as the receptionist for the County Attorney's Office and provides general clerical support functions for the County Attorney and staff. Answers phone calls, takes messages and directs messages to appropriate staff members. Greets and screens visitors to the office. Performs a variety of support tasks such as copying, scanning and filing documents. Assists with the Hot Check collection program and performs other duties as assigned.

Knowledge, Skills & Abilities:

- Knowledge of and ability to use proper telephone etiquette
- Ability to take accurate and detailed messages
- Excellent oral and written communication skills
- Excellent customer service skills
- Knowledge of modern office methods, English usage, spelling and grammar
- Knowledge of the use of standard office equipment including telephone, copier, fax and postage meter
- Skill in using computers, printers and MS Office software
- Ability to perform clerical duties with accuracy and without constant supervision
- Ability to follow instructions and complete assignments
- Ability to multi-task and meet deadlines
- Ability to establish and maintain professional relationships and to interact positively with co-workers and the general public
- Ability to maintain confidentiality and high ethical standards

Additional Information:

- Worked performed indoors with limited outdoor exposure
- Requires ability to sit and stand for extended periods of time
- Requires ability to lift and carry up to 10 pounds

Qualifications:

- High School Diploma or GED Certificate
- Receptionist or general clerical experience required

Instructions:

Complete a Nacogdoches County Employment Application and submit to the address below. Resume and professional references may be attached to the completed application, but, are not accepted in lieu of a completed application.

Submit application to: **Nacogdoches County**
Human Resources Department
101 W. Main St., Ste. 161
Nacogdoches, TX 75961