



NACOGDOCHES COUNTY

Job Opportunity

Position: Receptionist

Open Until Filled

Department: Sheriff's Office

Starting Salary: \$30,611.00 per year plus benefits

Type: Regular, Full-Time

General Description:

The Receptionist is responsible for operating a multi-lined telecommunications system by routing incoming calls, taking and delivering messages, scheduling appointments, and managing call routing based on requests and office policies. This position serves visitors by greeting and directing them appropriately, notifying Sheriff's Office personnel of visitor arrivals and answering inquiries or forwarding inquiries to the relevant staff member. The incumbent must maintain security by following procedures, monitoring log-books, and issuing visitor badges. This position handles processing of daily mail. The Receptionist also performs a variety of clerical duties in support of NCSO Administration, Patrol, and CID staff.

Knowledge, Skills & Abilities:

- Ability to learn and effectively operate a multi-lined telecommunications system
- Ability to maintain confidentiality
- Ability to establish and maintain professional effective working relationships with management, co-workers, and with the general public
- Ability to maintain records in a neat and orderly manner
- Ability to communicate effectively both orally and in writing
- Ability to multi-task, prioritize duties, and process last-minute assignments
- Ability to work accurately with attention to detail
- Ability to prepare concise and accurate information for distribution
- Ability to follow instructions and perform duties independently with speed and accuracy
- Ability to make sound decisions in accordance with established policy
- Ability to become a Notary
- Knowledge of and ability to use proper telephone etiquette
- Skill in communication, data entry, and problem solving
- Skill in the proficient use of basic mathematics
- Skill in the proficient use of computers and standard office equipment
- Skill in the proficient use of MS Word, MS Excel, Adobe Acrobat, and Google

Additional Information:

- Involves interaction with inmates from the jail
- Occasional travel for training purposes or departmental needs
- Requires adequate visual acuity, speech and hearing necessary to interact with others, operate computers, and use telephones
- Requires sufficient manual dexterity necessary to operate a computer and office equipment

Qualifications:

- Graduation from High School or GED
- Working knowledge of standard office procedures
- Ability to meet all NCSO hiring requirements

To Apply:

Applications can be obtained at the Sheriff's Office or by visiting: www.nac-sheriff.com/jobs

For more information contact the Nacogdoches County Sheriff's Office, (936)560-7794

Nacogdoches County Sheriff's Office
2306 Douglass Rd.
Nacogdoches, TX 75964