

**PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY GOVERNMENT**

POST DATES: 4/21/14 TO 4/29/14	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: RECEPTIONIST		
JOB CLASS (GRADE): 3/8		HOURLY RATE: \$11.06
WORK WEEK: M – F		WORK HOURS: 8:00am to 5:00pm
DEPARTMENT: DISTRICT ATTORNEY		
REPORTS TO: BETH LASSETER	(X) REPLACEMENT	() NEW REQUIREMENT

Job Summary: This position is responsible for providing receptionist and clerical support to the department.

Duties and Responsibilities:

1. Answers the telephone and takes messages; routes calls as appropriate.
2. Distributes department mail; prepares outgoing mail.
3. Receives visitors and refers them to the appropriate individual or office.
4. Assists the general public by responding to inquiries and requests.
5. Assists other department personnel as necessary.
6. Performs other related duties as assigned.

Minimum Qualifications

1. High school or GED - Prefer degree with a minimum of (3) years work experience performing high level administrative support duties, three of which were in a legal or court setting taking or related work preferably in a legal environment.
2. Proven knowledge of: legal procedures, forms, documents and terminology, business letter writing, general office procedures and practices, the Uniform Rules of the Court, correct English grammar, spelling and punctuation, as well as arithmetic computations.
3. Proficiency in Microsoft Office products.
4. provide a full range of legal secretarial services, handle confidential materials with discretion, research and compile data, establish communication and maintain a working relationship with others, work independently, learn, understand, develop, and implement new office procedures and prepare or supervise the preparation of technical data.
5. Strong oral and written communication skills.
6. Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information.
7. Demonstrated ability to work effectively with members of all levels within the organization and public.
8. Demonstrated ability to achieve results on a timely basis

Working Conditions

1. Works in temperature-controlled office environment.
2. Minimal travel
3. High activity, multiple deadlines, constant interruptions.
4. High visibility of behavior.