

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

POST DATES: 3/31/2017 until filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: RECEPTIONIST		
JOB CLASS (GRADE): 3		HOURLY RATE: \$12.14
WORK WEEK: M – F		WORK HOURS: 8:00am to 5:00pm
DEPARTMENT: DISTRICT ATTORNEY		
REPORTS TO: BETH LASSETER	(X) REPLACEMENT	() NEW REQUIREMENT

SUMMARY:

The Receptionist is responsible for providing receptionist and clerical support to the Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Answers the telephone, takes messages, and routes calls as appropriate.
2. Distributes Department mail and 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Receptionist must be knowledgeable of the following principles, procedures, and concepts:

- 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.
- Knowledge and ability to use personal computers and relevant programs.
- Strong oral and written communication skills.
- Ability to maintain appropriate confidentiality and security of private or confidential information.

- Ability to work effectively with members of all levels within the organization and public.
- Ability to achieve results on timely basis.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Receptionist should possess, at a minimum, a valid high school diploma or GED equivalent, preferred to have at least two (2) years' experience in a related clerical position; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Must have valid Georgia Motor Vehicle Operator's License.
- Must be able to obtain GCIC/NCIC certification.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Receptionist will travel infrequently.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public, often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area

Please complete the General Application on our website or you can pick up an application at our office located at 682 Cherry Street, 4th floor, Macon, Georgia. Submit with resume, educational history and two letters of Professional Recommendation.

We are an Equal Opportunity Employer