


## Liberty County District Attorney's Office

<b>Job Title:</b>	Receptionist	<b>Job Category:</b>	
<b>Department/Group:</b>	District Attorney's Office	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Liberty	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Minimum \$29,000.00 Year	<b>Position Type:</b>	Full time
<b>HR Contact:</b>	Debbie Dean	<b>Date posted:</b>	12/20/2019
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	When position is filled
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Original Applications Accepted By:</b>			
<p><b>Mail, Email, or In Person:</b></p> <p>Liberty County District Attorney's Office          Attn: Kim Meadows          1923 Sam Houston, Suite 112          Liberty, Texas 77575          kim.meadows@co.liberty.tx.us</p>			
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Greet and assist persons entering office.</li> <li>• Answer telephone, screen and direct calls, take and relay messages.</li> <li>• Provide information to callers as needed.</li> <li>• Receive, document, and enter new cases from law enforcement.</li> <li>• Assist with research for trial preparation.</li> <li>• Receive and sort mail and deliveries.</li> <li>• Provide general administrative and clerical support</li> <li>• These are the main duties assigned to this position but are not limited as the only duties.</li> <li>• Must be friendly, polite, and professional at all times whether on the telephone or in person. This includes interactions with police officers, defense attorneys, and other members of courthouse departments.</li> <li>• Must be prompt when arriving at work.</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 years clerical/legal employment</li> <li>• High school graduate or equivalency</li> <li>• Type accurately at a speed of at least 40 words per minute</li> <li>• Excellent people and communication skills</li> <li>• Ability to multi-task in a busy environment.</li> <li>• Must be familiar with scanning/attaching documents for email.</li> <li>• Must be familiar with Microsoft Office (Word, Excel, Access, etc).</li> <li>• Must be familiar with downloading/uploading files via sources such as Dropbox/SharePoint.</li> </ul> <p><b>Preferred Skills</b></p> <ul style="list-style-type: none"> <li>• Spanish Speaking</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	12/20/19
<b>Last Updated By:</b>		<b>Date/Time:</b>	