

Liberty County District Attorney's Office

Job Title:	Receptionist	Job Category:	
Department/Group:	District Attorney's Office	Job Code/ Req#:	
Location:	Liberty	Travel Required:	No
Level/Salary Range:	Minimum \$29,000.00 Year	Position Type:	Full time
HR Contact:	Debbie Dean	Date posted:	08-21-2019
Will Train Applicant(s):	Yes	Posting Expires:	When position is filled
External posting URL:			
Internal posting URL:			
Original Applications Accepted By:			
Mail, Email, or In Person:			
Liberty County District Attorney's Office Attn: Kim Meadows 1923 Sam Houston, Suite 112 Liberty, Texas 77575 kim.meadows@co.liberty.tx.us			
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Greet and assist persons entering office. • Answer telephone, screen and direct calls, take and relay messages. • Provide information to callers as needed. • Receive, document, and enter new cases from law enforcement. • Assist with research for trial preparation. • Receive and sort mail and deliveries. • Provide general administrative and clerical support • These are the main duties assigned to this position but are not limited as the only duties. • 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. • Must be prompt when arriving at work. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • Minimum 2 years clerical/legal employment • High school graduate or equivalency • Type accurately at a speed of at least 40 words per minute • Excellent people and communication skills • Ability to multi-task in a busy environment. • Must be familiar with scanning/attaching documents for email. • Must be familiar with Microsoft Office (Word, Excel, Access, etc). • Must be familiar with downloading/uploading files via sources such as Dropbox/SharePoint. 			
Preferred Skills			
<ul style="list-style-type: none"> • Spanish Speaking 			
Reviewed By:		Date:	
Approved By:	<i>Logan Richert</i>	Date:	8/20/19
Last Updated By:		Date/Time:	