

**AUGLAIZE COUNTY PUBLIC DEFENDER'S OFFICE
POSITION DESCRIPTION**

Position Title: Receptionist Part-Time

Revised: May 2, 2023

PURPOSE OF POSITION

The purpose of this position is to perform receptionist and secretarial functions for the Public Defender's Office

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answers the telephones, screens and directs callers as appropriate; takes messages and provides general information
- Greets, screens and assists clients coming into the office
- Prepares and types pleadings, responses and other documents
- Files legal documents with various courts
- Maintains filing system; files documents in client files
- Must be able to interpret legal terminology and language
- Must be able to schedule client appointments with the attorneys

Minimum Training and Experience Required to Perform Essential Job Functions

- High school diploma or equivalent with preferred training or secretarial experience that provides knowledge, skills and abilities

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Requires the physical ability to operate a variety of office equipment including a computer, typewriter, transcription machine, copy and fax machines, calculator and telephones
- Work involves sitting most of the time, but may involve walking and standing for periods of time

Supervisory Responsibilities

- None

Mathematical Ability

- Basic Mathematical Skills

Language Ability and Interpersonal Communication

- Requires the ability to comprehend a variety of informational documents including court pleadings and notices, transcription tapes, correspondence and telephone communication
- Requires ability to prepare pleadings and responses
- Requires the ability to utilize various reference manuals and documents including court rules and computer manuals
- Requires the ability to record and deliver information accurately and to follow instructions
- Must be able to interpret legal terminology and language
- Requires the ability to communicate with all office personnel, judges, court personnel, other attorneys, clients and their families, witnesses, outside agencies and the public

Environmental Adaptability

- Requires the ability to perform work in a professional office environment

Auglaize County, Ohio is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.