



**JOB POSTING
RECEPTIONIST
PROSECUTING
ATTORNEY'S OFFICE**

Applications will be accepted until position is filled.

The Taney County Prosecuting Attorney's Office is accepting applications for the position of Receptionist

ESSENTIAL DUTIES

- Proficiency in communicating, listening and understanding
- High efficiency in multitasking to achieve a productive workflow
- Excellent customer service while serving all callers and visitors in the reception area
- Continual update of court reports and discovery
- Process mail and data entry

REQUIREMENTS

- Knowledge in various software programs, to include Microsoft Office
- Karpel (prosecutor's software program) is a plus.
- High school diploma or GED with one year related experience
- Time management and confidentiality skills are vital
- Must be able to pass a background check and drug test

PLEASE INCLUDE THE FOLLOWING IN YOUR APPLICATION SUBMITTAL

- Resume
- Cover letter
- References (can be incorporated into the above)

SALARY/BENEFITS: \$10.50/hourly. Health and retirement benefits package are provided by employer.

STATUS: Full time

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.

Posted: _____ Initials: _____