

**Hendricks County**  
**Job Description**

**Title:** Secretary/Receptionist

**FLSA Status:** Non-Exempt

**Department:** Prosecutor

**Supervisor:** Office Manager

**PURPOSE OF POSITION:**

Receives visitors and phone calls, and provides clerical support to the members of the Prosecutor's Office.

**ESSENTIAL FUNCTIONS:**

- Answers multiple phone lines and transfers calls to the appropriate person or department.
- Enters charges and other information filed into computer database and communicates with courts and clerk on such information.
- Prepares court continuances, motions and address labels.
- Organizes and stamps traffic tickets.
- Prepares initial information for the deferral program.
- Copies and faxes a variety of court documents.
- General assistance to office phone calls.

**NON-ESSENTIAL FUNCTIONS:**

- Files paperwork.
- Oversees using and cleaning coffee maker, refrigerator, and microwave.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High school diploma or GED
- Basic computer skills
- Ability to effectively and tactfully deal with other people
- Ability to operate basic office equipment
- Good organizational skills
- Ability to work basic math problems
- Ability to communicate well, both verbally and in writing
- Basic knowledge of general office practices, such as filing, record keeping, phone etiquette, etc.
- Attention to detail
- Ability to learn and successfully use case management systems.
- Ability to efficiently respond to multi-line telephone system

**RESPONSIBILITY:**

Incumbent works under established guidelines and procedures. Tasks are fairly routine, but require some selection of applicable methods and procedures. Errors in work usually result in loss of time and inconvenience to the department and external agencies.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments, law offices, law enforcement agencies and the general public for the purpose of communicating factual or procedural information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in a standard office environment.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Secretary/Receptionist for the Prosecutor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name