

Part-Time Jr. Legal Secretary/Receptionist

The role of the Jr. Legal Secretary/Receptionist is to provide administrative support to the Prosecuting Attorney's Office and Legal Support personnel, to greet the public in person and on the phone, performing significant data entry and data organization, and remaining confidential of all sensitive and confidential information within the office.

Essential Functions:

Answer phones and forward calls, greet the public, distribute incoming mail and emails, calendar events and meetings, invoice management, support senior secretarial staff, and keep information and data in various computer systems up to date and organized.

Experience and Education:

- Must be at least 18 years old.
- High School Diploma or GED certificate is required.
- Computer and typing skills and basic knowledge of Microsoft Word (preferred typing of 40 wpm)
- Previous receptionist experience is preferred but not required.
- English language (the ability to speak the Spanish language is preferred but not required)

Physical Requirements:

- Must be able to frequently sit, walk, and lift up to 25 lbs
- Manual dexterity is needed to type, write, and answer phones.
- Able to communicate effectively orally and in writing.

Working Environment:

- Most work is performed indoors in an office where noise and interruptions often occur.

Job Description:

Position requires excellent organization skills, oral, and written communication skills, attention to detail, data entry, the ability to work with a minimum of direction as well as the ability to work as part of a team, and the ability to present yourself in a professional manner. Successful applicant will be responsible for answering multi-line phones, greeting the public, sending faxes, emails and helping schedule meetings, filing paper files and electronic files, drafting correspondence and legal documents when requested, including subpoenas, motions, and summons, database maintenance, filing case documents in an organized manner for easy access, and other miscellaneous duties as requested. Successful applicant must have experience in working with Microsoft Word and will support the Prosecuting Attorneys and secretarial staff as needed. Must be confidential with all case information within the office.

Salary:

Part-time hours: 15-20 hours per week,

\$13.30 per hour