



ADA COUNTY HUMAN RESOURCES

RECEPTIONIST

Public Defender

HIRING WAGE: \$15.00/hr

STATUS: Full-time with benefits

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

The Receptionist is the first point of contact with customers and visitors to the office. The position performs various office support functions, greets visitors to the office, answers telephones, transfers calls, and answers routine questions. Additionally, the Receptionist may assist with clerical duties such as filing, typing, ordering office supplies, and performing other special projects as requested.

DISTINGUISHING FEATURES OF THE CLASS

This position performs simple and routine work under general supervision and according to pre-defined guidelines.

ESSENTIAL FUNCTIONS

- Greets visitors to the office;
- Answers multiple phone lines and redirects to appropriate persons;
- Responds to routine questions and refers non-routine questions to appropriate persons;
- Screens calls;
- Sorts and distributes mail;
- Performs data entry;
- Sorts and files documents;
- Types routine correspondence;
- Orders office supplies;
- Maintains phone lists.

ADDITIONAL FUNCTIONS

- Monitors and escorts visitors per security requirements;
- Performs related functions as required.

JOB REQUIREMENTS

- High school diploma or equivalent;
- Knowledge of modern office equipment, practices, and procedures;
- Intermediate typing proficiency (40 words per minute);
- Skill in the operation of a personal computer;
- Skill in the operation of multiple phone lines;
- Ability to demonstrate a professional demeanor;
- Ability to follow written and verbal instructions;
- Ability to work independently and as a team player;
- Able to maintain effective working relationships.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 20 pounds;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

Office: 208-287-7123 Fax: 208-287-6999

www.adaweb.net