

**Job Title: Receptionist/Secretary**  
**Department: County Attorney's Office**

**Job Summary:** The secretary works under the supervision of the County Attorney's office but must also be capable of working unsupervised and efficiently for completion of tasks. It is the responsibility of the secretary to maintain a business atmosphere and be courteous to the public with efficient service.

**ESSENTIAL JOB FUNCTIONS:**

- Serve as receptionist for the Henderson County Attorney's Office
- Greet and assist customers, in person and on the phone, convey messages
- Enter disposition cases into the computer system
- Compose and type letters for the County Attorney's office
- Copy and set up files for intake
- Open all mail, stamp with date received and process
- Sort and file cases
- Process and maintain monthly reports and disperse them to appropriate persons.
- Keep accurate inventory of office equipment and supplies
- Complete and maintain newspaper clippings, news releases, newsletter and special reports.
- Complete and maintain law books and billings
- Process mail throughout the courthouse
- Run departmental errands
- Process various reports
- Filing
- Input Dispositions into computer system
- Make various copies of important documents and distribute to appropriate departments

**Other requirements include duties as assigned within the scope of responsibility and skill required of the job.**

**EDUCATION, EXPERICANCE, LICENSE AND CERTIFICATIONS:**

- High School graduate or equivalent
- One year clerical experience
- Some legal experience

**SKILLS, KNOWLEDGE AND ABILITY:**

- Basic computer and typing skills.
- Proficient in both oral and written communications.
- Knowledge and ability to efficiently operate office equipment.
- Knowledge of commonly used software programs, e-mail, Microsoft, etc.
- Must be dependable, detail oriented and confidential with cases.
- Must be friendly, courteous and helpful to the public.
- Ability to type a minimum of 50 wpm and ten key touch.
- Ability to establish and maintain effective working relationships with superiors and associates, as well as, all County departments.

**WORKING CONDITIONS:**

Work is performed indoors. Must be able to cope with situations that involve stress due to irate citizens. Occasional travel is necessary for required school. This position has continual exposure to the computer monitor.

**PHYSICAL REQUIREMENTS:**

Generally, this position requires light lifting, usually less than 10 lbs but can be up to 25 lbs occasionally. Clerk must be able to physically operate office equipment. This position is basically sedentary but also requires standing, bending, stooping and stretching.

Individual must be bondable and subject to a criminal history check.

Please mail resume to: Henderson County Attorney's Office, Attn: Diane Russ, 100 East Tyler Street, Room 100, Athens, Texas 75751. All resumes must have a minimum of five (5) references, three (3) of which must be of no relation. Applicants will be contacted for interviews.

Posted: 02-02-12  
Deadline: 02-16-12