

Scott County Government Position Description Form

Position: Job Title: Administrative Assistant/Receptionist
Department Name: County Attorney's Office
Supervisor Title: County Attorney

Position Summary

The Receptionist will greet, assist, and provide direction and information to clients and visitors of the County Attorney Office while performing various other clerical duties.

Duties and Responsibilities

List the duties and responsibilities of the position, beginning each duty with an action verb.

Essential Duties:

- Greet the public and answer any questions which come into the office at the front desk, or direct to the appropriate party if needed.
- Receive, screen, and direct all incoming phone calls (6-line switchboard) to the appropriate staff or take messages.
- Sort daily mail, deliveries, and distribute to the appropriate staff.
- Prepare and mail letters for returned checks.
- Prepare criminal complaints for returned checks on E-Warrant system.
- Serve as a notary public for the County Attorney Office.
- Review reports from Cabinet and forward to attorneys for necessary action.
- Assist in answering questions with regard to the Drive Safe Diversion program.
- Assist with collection of Delinquent Taxes due County.
- Prepare letters for weekly for County Attorney regarding County matters, along with typing materials for the Fiscal Court as needed.
- Prepare 202A Adult Petitions when needed.
- Oversee new Co-op students or runners.
- Scanning, faxing, photocopying, placing phone calls, and filing documentation for County Attorney and Assistant County Attorney's as needed.
- Answer questions daily regarding guardianship cases and how to get started.
- Maintain the lobby and the waiting area for the public.

Secondary Duties:

- Performs other duties as assigned or required.

Position Dimensions

Education and Experience:

Highschool diploma or equivalent required and at least 2 years of experience with clerical work. Preference will be given to individuals with an associate or bachelor's degree in a related field.

Supervisory Responsibility:

Manage any Co-op students or runners.

Contacts:

Frequent, daily interactions with clients and visitors requires excellent interpersonal and customer service skills.

Technology:

Proficient with Microsoft Office Suite or other related software.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.