

JOB POSTING – INTAKE – FRONT DESK

POSITION: Front Desk - Intake

STATUS:

Full-Time

DEPARTMENT: JCPO

WORK SCHEDULE:

8:00-4:30 M-F

DATE WRITTEN: 03/28/2023

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB REQUIREMENTS:

- Associates Degree in paralegal studies or related area, or equivalent combination of education and experience.
- Working knowledge of County court system and related legal terminology and requirements.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence and prepare documents as assigned.
- Ability to understand and follow oral and written instructions and work independently and with others in a team environment.
- Ability to work with or be exposed to difficult/irate individuals.

ESSENTIAL FUNCTIONS:

- Answers multi-line telephone system and greets office visitors.
- Data entry for new criminal arrests.
- Prepares digital new case files.
- Maintains and distributes daily charges filed list.
- Maintains oral and written communication with various law enforcement agencies, defense counsels, courts, probation departments, and other witnesses concerning cases and investigations as assigned.