

# WICHITA COUNTY

## *Job Announcement*



**Job Posting Number: 2018-016**

**POSITION:** Front Desk Receptionist

**LOCATION:** Criminal District Attorney's Office  
Wichita County Courthouse

**SUPERVISOR:** Office Manager

**HOURS:** 8:00 a.m. – 5:00 p.m., Monday – Friday, Overtime may be required

**SALARY:** \$27,949.30 Annually

**POSTING DATE:** June 7, 2018

**CLOSING DATE:** June 21, 2018 or Open Until Filled

### ► **GENERAL DESCRIPTION:**

The Front Desk Receptionist handles questions and inquiries from the public concerning office procedures.

### ► **ESSENTIAL DUTIES:**

- Deals with the public and answers questions and inquiries concerning office procedures, whether by telephone, in person or through the mail.
- Assists the Hot Check Coordinator in dealing with the public in preparation of appropriate paper work for filing worthless check cases.
- Receives restitution payments and issues receipts for hot checks and miscellaneous restitution.
- Assists petitioners with protective order paperwork.
- Handles daily mail including sorting, delivering to employees and delivering to the mailroom.
- Responsible for reimbursements to the mail carrier and maintaining postage reimbursement log.
- Prepares affidavits of non-prosecution.
- Responsible for checking all docket and jury lists weekly.
- Receives, sorts and delivers paperwork to attorneys and/or their assistants daily.
- Operates various types of office equipment to include copiers, 10-key adding machines and facsimile machines.
- Uses a personal computer to enter and retrieve data and operates applicable programs and systems.

- Administratively supports office co-workers in their daily activities and maintains a close and highly responsive business relationship with office staff and officials.
- Answers the telephone using proper business telephone etiquette, courtesy, and friendliness.
- Files, types, and photocopies documents.
- Properly and discretely handles sensitive information and protects and maintains strict office confidentiality.
- Performs other job-related duties as assigned.

► **MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.
- Must be a high school graduate or equivalent (GED).
- Must be computer literate and have a working knowledge of applicable software programs.
- Must be able to type a minimum of 50 WPM with minimal errors.
- Must be able to conduct self in a professional manner and develop and maintain good working relationships with the public, co-workers, supervisors, department heads, and County officials.
- Must be dependable and punctual.
- Must be able to communicate effectively with others, both verbally and in writing.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to physically lift and move loads weighing up to fifty (50) pounds.
- The Criminal District Attorney's Office is a non-smoking environment.
- **START DATE: Immediate Opening - Interviews will be conducted as applications are received.**

► **APPLY TO:**

- **To be considered for employment, please submit your completed Wichita County Employment Application, cover letter and resume to:**

**Office of the Criminal District Attorney**

**Wichita County Texas**

**ATTN: Holly Lane**

**900 7<sup>th</sup> Street, Suite 352**

**Wichita Falls, Texas 76301**

**Or email to: [holly.lane@co.wichita.tx.us](mailto:holly.lane@co.wichita.tx.us)**

**EQUAL OPPORTUNITY EMPLOYER:** It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7<sup>th</sup> Street, Room 132, Wichita Falls, Texas 76301.



DISTRICT ATTORNEY'S OFFICE
WICHITA COUNTY, TEXAS

Wichita County Courthouse 900 Seventh Street
Wichita Falls, Texas 76301-2482
Telephone: (940) 766-8113 Fax: (940) 766-8177



MAUREEN SHELTON
Wichita County
Criminal District Attorney

MEREDITH KENNEDY
Assistant District Attorney
Civil Chief

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I have applied for employment with the Wichita County Criminal District Attorney's Office. It is my desire that they be informed as to my previous record and character in determining my qualifications and suitability for a position in that office. For this specific reason, I authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privilege nature to a duly authorized agent of the Wichita County Criminal District Attorney's Office.

The following are examples of the type of information being requested:

- Criminal arrest records
Court records/reports
Traffic accident reports/records
Disciplinary reports
Booking information
Employment records
Officer's notebook notations
Performance evaluations
Detentions, field citations
Probation/parole reports/records
District Attorney records
Credit history
Traffic citations
Polygraph results
Jail and custody information
Other reports or records
Field interviews
Laboratory reports/results

I authorize the Wichita County Criminal District Attorney's Office to read, review, or photocopy any documents to allow them to assess my suitability as an employee of the office.

I also understand that if my background investigation for this position should uncover information that I have, or am suspected of having, or have been engaged in illegal activities, the information will likely bar me from further consideration for this position and the information will be handed over to the appropriate law enforcement agency that has jurisdiction over investigating the illegal activity.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this notarized waiver is to be considered as valid as an original waiver even though it does not contain an original signature.

I hereby release you, your organization, and others from liability or damage which may result from furnishing the information requested.

Print Name Social Security Number Date of Birth

Signature (MUST be notarized) Date

This instrument was acknowledged before me on (Date) by (Name of person acknowledging).

Notary Public

Printed Name My Commission Expires