



## PULASKI COUNTY

invites applications from current County Employees and the  
General Public for the position of:

# RECEPTIONIST

An Equal Opportunity Employer

<b>Department:</b>	10 <sup>th</sup> Division Circuit Court		
<b>Starting Salary Range:</b>	\$24,099 – 27,189		
<b>Position Number:</b>	013		
<b>FLSA Status:</b>	Non-Exempt position, eligible for overtime		
<b>Safety Sensitive Designation:</b>	This position is not designated as safety sensitive and is not subject to random drug and alcohol screening.		
<b>Opening Date:</b>	4/22/21	<b>Closing Date:</b>	5/5/21 at 5:00 PM

### JOB SUMMARY:

Responsible for greeting the public and answering all incoming calls and directing visitors and callers to the appropriate personnel.

### ESSENTIAL JOB FUNCTIONS:

- Greets public and provides general information as requested; ensures no one enters restricted areas without proper identification.
- Answers all incoming calls and direct the calls to the proper person or department.
- Contacts the Clerk's Office when payments must be made for court costs, attorney's fees, probation costs, or for any other monetary needs.
- Ensures appropriate documents are given to individuals requesting a FINS application or filing a Citizen's Complaint.
- Maintains a daily log of all visitors who enter the lobby for any appearance at juvenile court; ensures each person receives the appropriate paperwork to complete prior to court.
- Notifies Intake Officers when clients come in for an intake appointment.

### SECONDARY DUTIES AND RESPONSIBILITIES:

- Notarizes Affidavits of Indigence and Parent Counsel Forms as needed.
- Issues slips allowing students to return to school and adults to return to work as needed.
- Performs other duties as required.

**PERSONNEL SUPERVISED:** None

### PHYSICAL REQUIREMENTS:

Digital dexterity needed for telephone operation.  
Ability to effectively communicate orally in person and by telephone.

### WORKING CONDITIONS:

Work is performed in a smoking restricted office environment.

### MINIMUM QUALIFICATIONS:

Completion of school course work sufficient to provide reading ability: some experience performing receptionist, switchboard, or related duties: or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

Must be able to become a Notary Public.

**ADDITIONAL REQUIREMENTS:**

Must be able to successfully pass a criminal background examination.

**PREFERENCES:**

None

**APPLICATION REQUIREMENTS:**

Applications must be filed online at [www.pulaskicounty.net](http://www.pulaskicounty.net).

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please send an email to [humanresources@pulaskicounty.net](mailto:humanresources@pulaskicounty.net) or call (501) 340-6110.

***Please Note:*** Applications will not be accepted after the close date. A selection will not be made until the close date and the selecting official has received all applications.

**April 22, 2021**

**122-21**