

RECEPTIONIST - ADULT PROBATION & PAROLE OFFICE

Lackawanna County is seeking a Receptionist for the Office of the Adult Probation and Parole Office. Hours are 9:00AM – 4:00PM.

RESPONSIBILITIES

- Perform reception duties at the Adult Probation & Parole Office, 3rd, floor, Brixx Building.
- Open and distribute mail to officer.
- Look up and file all documents into appropriate clients' files.
- Maintain and accurately update status of client cases in a timely manner.
- Prepare correspondence and legal documents when necessary.
- Answer telephones, take comprehensive messages, and pursue appropriate office staff for necessary information and response to issues.
- Create files in DSI Management System for all defendants, including updating information, as necessary. Closing files upon final disposition in a timely manner.
- Greet and interview clients and notify supervising officers that client is present.
- Errands, including but not limited to hand delivering documents to appropriate parties.
- Other duties as assigned.

REQUIREMENTS

- Minimum of High School Diploma or GED, Paralegal or Secretarial Degree preferred
- Ability to work in fast-paced office and produce high-quality work that is accurate, complete, and properly formatted within specific deadlines to ensure efficient workflow
- Ability to prioritize work and follow through on assignments to completion in a timely manner
- High-level multi-tasking and time-management skills to ensure deadlines are met
- Proficient secretarial skills including typing/keyboarding, proofreading, formatting legal documents and correspondence; proficient computer skills including Microsoft Word, Outlook, and other programs, typing speed minimum of 50 wpm.
- Strong organizational and communications skills, both verbal and written
- Ability to analyze, review files, gather information, prepare legal documents which are accurate, complete, and properly formatted to be filed, presented to the Court, and properly served within specific deadlines, and follow up with the same to completion
- Resourceful, organized, responsible, dependable, and team-oriented with the ability to work independently and handle assignments without direction or supervision

Please submit an application & resume no later than March 5, 2012 to:

Human Resources Analyst
Lackawanna County Administration Building
200 Adams Avenue, 6th Floor
Scranton, PA 18503
petersens@lackawannacounty.org.

EOE

NOTE: Positions in the Probation/Parole Office are under the authority of the Lackawanna County Court of Common Pleas and clerical cannot be involved in any type of political activity or elected to public office while employed as a secretary/receptionist.