

LACKAWANNA COUNTY PRISON CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PART TIME RECEPTIONIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide general administrative and clerical support to an assigned department. Duties and responsibilities include, but are not limited to: answering and directing phone calls to appropriate staff; drafting and preparing various correspondences; coordinating and scheduling meetings; attending miscellaneous meetings as required; and performing other duties as required. Duties will vary according to assigned department or division. **This is a part time position with regular weekly hours set from 0800 hours to 2000 hours on Saturdays and Sundays**, additional hours during the regular work week may be offered.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Types, drafts and prepares various correspondence to include letters, petitions, subpoenas, memorandums, reports and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; maintains copies for departmental files and future reference.

Arranges and schedules appointments, meetings, and travel arrangements for assigned supervisor and/or staff; types agenda for meetings as requested; ensures all individuals are aware of meeting dates and times; notifies meeting participants of cancellations and/or changes in meeting times and dates.

Takes minutes and/or dictation of various meetings and transcribes accordingly using desired county and departmental format; reviews documents with individuals involved in meetings; ensures accuracy of information; makes corrections as needed; obtains copies and maintains for departmental files.

Creates and maintains office files as needed; maintains confidentiality of all information as required. Compiles information and statistics for various reports, rosters and correspondence as required by departmental assignment; conducts research to obtain information and data.

Greets the public and/or resolves conflicts; receives and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, outside agencies, the public or other individuals as necessary; provides information accordingly.

Utilizes various office equipment such as personal computer, mainframe, dictaphone, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties; uses various computer software in the preparation of reports, documents and case tracking and maintenance; keeps apprised of changes in equipment and software; learns new programs as necessary.

Performs administrative duties such as making photocopies, faxing documents, assisting other administrative and support staff with assignments, and performing other duties as required during the day-to-day operations of assigned division.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year of previous experience and/or training involving general administrative and support functions such as typing, filing, and other related duties required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Please submit your letter of interest, application and resume, to:
Human Resources, Attn: HR Analyst
Lackawanna County Administration Building
200 Adams Ave 6th Floor
Scranton PA 18503

EOE

Lackawanna County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.