

# **RECEPTIONIST**

**POSITION PURPOSE:** PROVIDES RECEPTION AND CLERICAL ASSISTANCE TO THE DISTRICT ATTORNEY'S OFFICE

**POSITION IN ORGANIZATION:** REPORTS TO SUPPORT SERVICES SUPERVISOR

## **MAJOR DUTIES**

1. Answers, screens, and directs incoming calls to appropriate recipients.
2. Assists individuals who walk into the office.
3. Logs-in, sets-up, and assigns criminal referral cases.
4. Receives, processes, and assigns criminal cases pertaining to in-custody defendants arrested the previous evening. Compiles the in-custody list by finding out the arresting agency and police report number and then tallying the cases in spreadsheet format and e-mailing the list to staff. This process is an office priority and is assumed by legal support staff on a daily basis.
5. Processes fingerprint cards by adding court case numbers and correct criminal charges.
6. Updates information in Protect case management system including new addresses and phone numbers of defendants as received from law enforcement or District Attorney's Office staff.
7. Opens, sorts, and distributes all incoming mail and court notices in a timely manner.
8. Types forms, makes copies, and forwards information to appropriate recipient as required.

9. Performs other clerical responsibilities as needed.
10. Performs related duties as assigned.

### **PRINCIPAL ACCOUNTABILITIES**

1. Ensures that reception duties are provided in an efficient and timely manner.
2. Ensures that all individuals are assisted promptly and courteously.
3. Ensures that all office procedures, policies, rules, and priorities, including confidentiality of case materials are maintained and observed at all times.