



ISABELLA COUNTY, MICHIGAN

Position	Receptionist	FLSA Status	Non-Exempt
Department	Prosecutor's Office	Pay Grade 6	\$14.64/hour

GENERAL SUMMARY

Fields incoming phone calls and greets those coming into our office. Processes all Discovery requests and subsequent discovery material to the appropriate defense attorneys.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Prepares discovery-redacting police reports and any other necessary reports that come into the office and forwards to the defense attorneys.
- Greets walk-in visitors and assists them with routine information and/or directing to proper locations within or outside the building for services.
- Provides information and/or refers public to the appropriate individual or department.
- Responds to routine inquiries requiring general familiarity with departmental operations and procedures.
- Performs a variety of other clerical duties, including filling, typing correspondence, reports and other documents, assisting with mailings, preparing materials for filing and related tasks.
- Prepares Jury Questionnaire Spreadsheet.
- Ensures all office equipment is in proper working order and keeps all office supplies in stock.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High school diploma or equivalent.
- At least one (1) year of experience working with the public.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- None.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- Associate’s degree in related field.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Criminal justice system.
- Modern office equipment, procedures and applicable software packages.
- Principles and practices of report preparation and recordkeeping.
- Departmental policies and procedures.

Skill in:

- Organization and time management.
- Following written and verbal instruction.
- Data entry and maintenance.
- Meeting scheduled deadlines.
- Attention to detail.
- Maintaining confidentiality.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Customer service.
- Troubleshooting.
- Problem solving and reasoning.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	

Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy			X
Individuals with known violent backgrounds		X	
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally *sedentary*. Employees sit most of the time, but may walk or stand for brief periods of time.

Date created:	12/08/2016
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