

JOB DESCRIPTION

Job Title:	Part-time Receptionist – Switchboard Operator to Austin County Courthouse
Definition:	Individual whose first priority is to serve the public by answering the switchboard and directing calls properly. Also assist the public, county officials, department heads, and employees in any way possible. Greet everyone.
Equipment/ Job Location:	Must demonstrate ability to use switchboard. The location is in the main lobby of the courthouse.
Essential/ Function:	Ability to speak and think clearly. Ability to answer the switchboard quickly, courteously, and professionally while assisting any individual needing help. Must have ability to process of all incoming and outgoing mail in between other duties. Ability to take and write messages clearly. Regular attendance is a requirement of this job.
Additional Examples Work Performed:	Give directions to public places in the county. Give out public phone numbers and information as needed. Take messages as requested. Sign for and sort incoming mail. Process outgoing mail. Assist County Judge's office in any way needed.
Required Knowledge And Abilities:	General knowledge of county and state government. Ability to read, speak, and maneuver quickly and freely. Knowledge of operating switchboard and office equipment as necessary.
Qualifications:	Capable of making professional decisions, and or consult with County Judge or assistant. Possess self-initiative skills, friendly personality and desire to be helpful and serve the public.

Austin County is an Equal Opportunity Employer