

FILED FOR RECORD IN:
BOWIE COUNTY, TEXAS
TINA PETTY, COUNTY CLERK

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Job title: Front Office Receptionist/Data Entry/Transcriber/Administrator Assist.

Location: Bowie County District Attorney's Office- Texarkana

Job Description:

Must be able to operate a variety of standard office equipment including fax machine, copier, computer, and telephone.

Answer and direct all calls in a professional, friendly manner and take complete and accurate messages.

Making copies, preparing files, transcribing interviews, customer service, trial preparation

Sort and distribute incoming mail, packages, and other correspondence. Assist with keeping office clean and professional. Day to day operation. Cross train to fill in various positions in case needed.