



## **LINN COUNTY DISTRICT ATTORNEY**

**Invites applications for the position of:**

### **Office Specialist – Reception**

**CLASSIFICATION TITLE OF THE JOB: Office Specialist 1 - Reception**

**OPENING DATE: 10/26/2022**

**CLOSING DATE: 11/7/2022**

**CLASSIFICATION NO.: 002 RANGE: 05 STEP: 1**

**CATEGORY: Full time 37.5 hrs./week; Non-Union; Management-Exempt**

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Perform administrative tasks that include answering phones, emails, scanning documents, and requesting certified documents.
- Perform a variety of complex, confidential secretarial and program functions.
- Supervisory guidance is sought when clarification or interpretation of department policy is in question.
- Work is performed in a more complex and involved office workflow.
- Assist the public and answer varied inquiries.
- Ability to establish and maintain cooperative working relationships with co-workers, the public, law enforcement agencies, court staff and defense attorneys and always exercising good judgment, courtesy and tact.
- Ability to plan, organize and prioritize work.
- Able to use collaborative problem solving and communication skills.
- Assist Administrative Supervisor and Operations Supervisor with various other duties as assigned.
- Prepare and distribute incoming and outgoing mail and correspondence.
- Use computer to maintain records, retrieve information and prepare documents.
- Perform routine matters independently.
- Must be able to work with and respond appropriately to highly agitated people.
- Maintain regular and predictable work attendance.
- Order office supplies.
- Ability to operate and trouble-shoot general office equipment.

#### **QUALIFICATIONS:**

- Basic knowledge of principles, practices and procedures of the judicial system.
- Ability to manage and maintain sensitive and confidential information.
- Two years of increasingly responsible clerical experience preferably in a public or private law office.
- Working knowledge of Microsoft Office in a Windows environment.
- Must pass a criminal history background check, which includes fingerprinting as well as be able to pass a pre-employment drug screening test.

**COMPENSATION:** \$2,962-3,694 per month plus excellent benefits.

**HOURS:** M-F, 8:30am-5:00pm

**HOW TO APPLY:** Submit a completed **Linn County District Attorney's Office Employment Application form**, along with a resume and a cover letter, to Amy Guyer, Executive Assistant, Linn County District Attorney's Office, PO Box 100, Albany, Oregon 97321; Fax: 541-928-3501. Application forms may be obtained, at the Linn County Web page,

<http://www.co.linn.or.us>.