

Job Post for Receptionist for District Attorney's Office, 22nd JDC, Covington Office

Applications accepted through October 12, 2018 for this post.

Receptionist Job Responsibilities:

Serves visitors by greeting, welcoming, and directing them appropriately; notifies office personnel of visitor arrival; maintains security and telecommunications system.

Receptionist Job Duties:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring visitors while in waiting area; issuing visitor badges.
- Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

Receptionist Skills and Qualifications:

Telephone Skills, Verbal Communication with a pleasant demeanor, Ability to learn telephony systems and prosecutorial software Microsoft Office Skills, Listening, Professionalism, Visitor Focus, Organization, Informing Others, Handles Pressure, and Excellent Phone Skills.

Salary Range

Starting salary commensurate with experience with parish benefits, paid health for employee, parish retirement benefits.