

Open Position

Position: Receptionist/Floating Secretary
Starting Salary: Subject to applicants experience and Directors Discretion
Deadline: March 22, 2023
Instructions: Applicants interested in the above position, please submit your resume and cover letter to marice@franklincountyohio.gov or fax to 614-461-6470.

General:

Under general supervision performs various secretarial and clerical/administrative type functions including data entry, preparation of legal documents, maintaining computer files, contacts with clients and court personnel. This individual will be cross-trained and have the ability to perform the aforementioned duties and responsibilities in all units of the Franklin County Public Defender Office- Juvenile, Municipal, Appellate, and Common Pleas.

This person must also administer other attorney/client assignments and activities relative to assisting attorneys, social workers, and support staff in providing quality, comprehensive legal services to clients, including performing receptionist duties by providing the initial interface with indigent clients, individuals requesting representation, and people seeking general information and assistance. This interface occurs by way of telephone calls and/or visits to the Public Defender reception facility.

This person, upon request, will also assist by performing general filing duties in all departments, including purging records, boxing files at year-end, and other filing as assigned.

Typical Duties:

Using Word or typewriter, as appropriate, prepares letters, records, briefs, motions, other legal documents, etc. as requested by Unit Chief, Attorneys, and Social Workers.

Maintains computer or other client database, including opening client files, entering information additions, changes, corrections, etc. and closing files.

Communicates with court personnel relative to arraignments, cases assigned to the Franklin County Public Defender, other client matters and attorney assignments and changes.

Communicates with clients through calls or office visits to answer client questions or otherwise to provide and/or receive information necessary to effectively carry out the attorney/social worker/client activities.

Makes inquiries to the databases as needed for additional information on clients, charges, etc.

Performs various administrative functions for the Unit including caseload statistics, employee matters including distributing paychecks, processing mail, etc.

Respectfully greets indigent clients and others seeking representation as they arrive at the reception area window and preliminarily screens qualifications of those seeking representation.

FLOATING SECRETARY/RECEPTIONIST

Answers telephone calls, including jail calls and where appropriate provides information to clients, relative to assigned attorneys, court dates, etc. from the computer, or re-directs calls to appropriate attorneys. Explains procedures for those seeking representation.

Answers other telephone calls or greets visitors other than clients or persons seeking representation. Redirects the calls or prepares and transmits message forms. Notifies appropriate staff members of visitors. Such visitors may include County personnel, consultants, vendors, etc.

Uses the office Public Address system as required to contact staff members relative to telephone calls, visitors, etc.

Performs other similar and related duties, or duties as may be designated by the Public Defender or Unit Chiefs.

Requirements:

Must be a high school graduate or have the equivalent certified education.

Computer training (data entry experience) is a must.

Ability to communicate with persons with varieties of backgrounds and responsibility levels.

Ability to maintain confidentiality of information, including personal data relating to clients.