

Receptionist

The Warren County Attorney's Office is seeking a highly-motivated, reliable, individual to perform the full-time duties of Receptionist. Desired qualifications include strong written and verbal communication skills and proficient computer skills (Word, Excel, PowerPoint). Qualified applicants may submit resume by May 30, 2023 to Warren County Attorney; 115 N. Howard St., Ste 200, Indianola 50125 or to Jamie Morawski at jamiem@warrencountyia.org.

Position Summary

The Receptionist works with Attorneys, Victims, Defendants, other offices, and the public. This position will greet all visitors who come to the Office and determine the appropriate staff to meet with them. They will assist in gathering information for the Collections Team and assist Support Staff with updating the filing system.

Position Responsibilities

- Review documentation submitted and determine appropriate action
- Scan documentation
- Gather information from debtors and assist with filling out financial affidavits
- Generate correspondence and send to debtors regarding account (past due, missing information, etc.)
- Obtain location information on debtors via CLEAR
- Update debtor records in PbK (address, phone, etc.)
- File documentation in EDMS, as needed
- Answer phone and direct caller to most appropriate person
- Answer general questions from the public, Court Personnel, and Law Enforcement Officials
- Assist co-workers in back-up capacity
- All other duties as assigned

Education, Skills and Experience

- Graduation from high school or GED
- Must be able to effectively communicate in person, on the phone, and in writing
- Must have the ability to maintain confidentiality
- Develop and maintain effective working relationships with the general public, attorneys, county officials, and co-workers
- Ability to organize and manage multiple priorities and exercise independent judgment
- Must be a positive representative of the County Attorney's Office and Warren County
- A strong team player and demonstrate a commitment to the ideas and values of Warren County

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 25 pounds.

Work environment: The noise level is minimal