**Fayette County Attorney’s Office**

**Receptionist**

**Job Summary**

At the Fayette County Attorney’s Office, the receptionist is the first point of contact for visitors in need of assistance for non-prosecutorial services rendered by the office. The duties for the receptionist also include providing constituent support across the organization and execution of all administrative tasks to the highest quality standards.

**Supervisory/Delegatory Responsibilities:**

None.

**Duties/Responsibilities:**

Kindly greet visitors; notify the staff member who is being visited, and direct or escort visitors to the appropriate location.

Maintain consistent monitoring of the front desk reception area and comply with all security procedures for visitors.

Official runner for the office to District Court, Police Department, and other work-related locations as assigned by various office staff.

Perform routine administrative and clerical support tasks.

Maintains the general cleanliness and tidiness of all common areas in the office.

Performs basic filing and recordkeeping custodial services as necessary.

Assist in the daily process of receiving and distribution of office mail.

Assist in the preparation of office events.

Perform other conventional office duties as assigned.

**Required Skills/Abilities:**

Punctuality

Consistent attendance

Excellent interpersonal and customer service skills

Excellent verbal communication skills

Ability to exercise sound judgement

Basic understanding of administrative and clerical procedures, systems, and equipment

Proficient with Microsoft Office Suite or related software

Ability to establish and maintain pleasant and effective working relationships with other employees.

**Education and Experience:**

High school diploma or equivalent required.

**Physical Requirements:**

Prolonged periods of sitting at a desk.

Must be able to lift up to 15 pounds at times.

Please submit resume and cover letter to:

Fayette County Attorney’s Office

201 E. Main Street, 6th Floor

 Lexington KY 40507

info@fayettecountyattorney.com