

# Oklahoma District Attorneys Council

## NOTICE OF JOB OPENING

**POSITION:**

Part-time Front Desk Receptionist

**SALARY:**

\$9.00 - \$12.00 per hour

**APPLICATION ACCEPTED:**

Open until filled

**SUBMIT RESUME & COVER LETTER TO:**

[careers@dac.state.ok.us](mailto:careers@dac.state.ok.us)

Please include "Front Desk Receptionist" in the subject line.

**Fax or mail to:**

District Attorneys Council  
**Attn: Human Resources**  
421 N.W. 13<sup>th</sup> Street, Ste. 290  
Oklahoma City, OK 73103  
(405) 264-5099

**FUNCTION:**

The primary duty of this position is to serve as the receptionist for the front desk of the Oklahoma District Attorneys Council.

**SPECIFIC DUTIES & RESPONSIBILITIES:**

- Receives visitors, answers inquiries personally or refers to appropriate official;
- Opens, scans or reads and distributes mail;
- Composes official correspondence for supervisor's signature, disposes of routine correspondence;
- Screens telephone calls, provides information or refers callers to appropriate staff members, answers inquiries;
- Produces documents of various levels of complexity, ranging from plain copy typing to the manipulation of data to create presentations;
- Enters and retrieves information using personal computer or other data processing equipment, proofs previously entered data and makes routine corrections; and
- Other duties as assigned.

**QUALIFICATIONS:**

- Excellent communications skills, both oral and in writing.
- Good organizational skills with the ability to plan, coordinate, and evaluate the activities in multiple areas.
- Proficiency in Word, Outlook, and Excel computer programs required. (Knowledge in Access is helpful.)

2/25/2015