

Job Announcement

POSITION TITLE: Criminal Records Support Staff

LOCATION: Cleveland County

STATUS: Part-Time, Non-Exempt, Immediate Opening

CLOSING: May 15th, 2024

SALARY: \$10.00 - \$14.00 per hour

JOB RESPONSIBILITIES:

- Must meet daily deadlines.
- Data entry.
- Properly maintain and update records of felony and misdemeanor files.
- Produce and file various legal documents such as motions, petitions, and summons.
- Provide administrative support to one or more lawyers.
- Comply with attorney requests.
- Retrieve documents as needed.
- Facilitate meetings by keeping multiple agendas.
- Handle confidential and sensitive material with discretion.
- Perform other assigned tasks and duties as necessary.
- Scanning documents.
- Light Mail Duties.
- Answer telephones – take messages and re-direct calls when appropriate.

REQUIRED SKILLS:

- Self-motivated.
- Strong attention to detail.
- Strong written and communication skills.
- Ability to prioritize and manage multiple responsibilities.
- Dependable and reliable.
- Knowledge of current office technologies including but not limited to Teams, Microsoft Word, Outlook, and Excel.
- Experience preferred but not necessary.

EDUCATION:

- High school graduate or greater.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is typically performed in an office setting with climate-controlled settings and exposure to noise levels determined by the office environment. While performing the duties of the job, the employee is required to talk, stand, bend, walk, and reach with hands and arms requiring periods of sitting or standing and daily use of computer and phone. It also requires the occasional use of the office machinery in accordance with safety and security protocols.

TO APPLY:

Applicants should submit a resume and references.

Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

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