



LINN COUNTY DISTRICT ATTORNEY
Invites applications for the position of:
Receptionist
Full Time With Benefits (37.5 hours/week)
Monday – Friday 8:30AM-5:00PM

APPLICATION MUST BE RECEIVED BY: 2/16/2024

COMPENSATION: \$3,080-3,842 per month plus excellent benefits.

JOB SUMMARY:

- Receiving visitors at a front desk by greeting, welcoming, and directing them appropriately.
- Answering, screening, and forwarding incoming phone calls.
- Receiving and sorting daily mail.
- Ensure reception area is tidy and presentable, with all necessary materials.
- Maintain office security by following safety procedures and controlling access.
- Perform other clerical receptionist duties such as filing, photocopying, and scanning documents.
- Offering administrative support across the organization.
- This is a customer service role. Should have a pleasant personality, with the ability to multi-task.

QUALIFICATIONS:

- Proven work experience as a Receptionist, Front Office Representative or similar role.
- Proficiency with Microsoft Suite.
- Professional attitude and appearance.
- Solid verbal communication skills.
- Excellent organizational skills.
- Customer service attitude.
- High school degree; additional certification in Office Management is a plus.
- Basic knowledge of principles, practices and procedures of the judicial system.
- Ability to manage and maintain sensitive and confidential information.
- Must pass a thorough background check.

HOW TO APPLY: Submit a completed **Linn County District Attorney's Office Employment Application form**, along with a resume and a cover letter, to Amy Guyer, Executive Assistant, Linn County District Attorney's Office, PO Box 100, Albany, Oregon 97321; Fax: 541-928-3501. Application forms may be obtained, at the Linn County Web page, <http://www.co.linn.or.us>.