STATE ATTORNEY'S OFFICE

CAREER OPPORTUNITY

OPERATING UNDER THE CORE VALUES OF HONESTY, INTEGRITY, AND RESPECT.

LOCATION: Charlotte County

POSITION TITLE: OPS-Backup Receptionist/Mail/Clerical

DESCRIPTION:
This position is a part-time (20 hours per week), hourly paid clerical position and does not include State benefits. This position's work schedule requires working Monday, Wednesday and Friday, 6.5 hours per day and will, on occasion, require working an 8-hour day(s) or 40 hours per week.

The specific work duties are as follows:

- generating IJIS documents
- handling telephone calls
- processing/scanning documents and mail
- performing other varied clerical duties such as sorting, scanning documents and e-filing.

Applicant must be able to multitask, have knowledge of routine clerical procedures, the ability to prepare reports. Must be highly organized, detailed oriented, and flexible. Must have computer experience. Applicant must also have the ability to follow written and verbal instructions and the ability to communicate effectively and establish and maintain effective working relationships with others.

EDUCATION AND TRAINING:
Any combination of training and experience equivalent to graduation from a standard high school or an equivalency diploma.

SKILLS AND ABILITIES:

- Able to lift 30 pounds
- Work independently
- Experience MS Word, MS Excel and Outlook a plus

To Apply: Submit a resume and SAO20 Employment Application to: **supportstaffapplicant@sao20.org**