

ELECTED OFFICIALS

MICKEY PENDERGRASS
County Judge

CANDA REESE
County and Circuit Clerk

JOHN MONTGOMERY
Sheriff

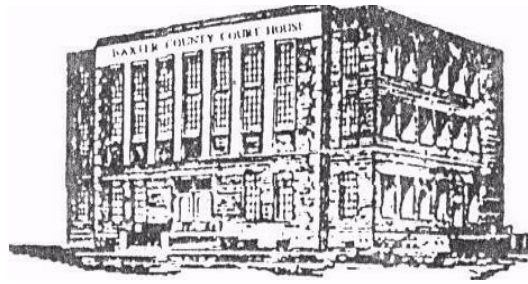
TERESA SMITH
Collector

JENAY MIZE
Treasurer

JAYME NICHOLSON
Assessor

CHARLES L. SLATER, JR.
County Surveyor

BRADLEY HAYS
County Coroner



COUNTY OF BAXTER
ONE EAST SEVENTH STREET
MOUNTAIN HOME, ARKANSAS 72653

QUORUM COURT

Gary Smith
District 1

Lucille Soltysik
District 2

Rick Steiner
District 3

Col William J. Lucas
District 4

James Kerr, Jr.
District 5

Tink Albright
District 6

Marilyn Williamson
District 7

Edna Fusco
District 8

Neal Pendergrass
District 9

Kevin Litty
District 10

Ty Chapman
District 11

JOB VACANCY NOTICE

DATE POSTED: MARCH 6, 2018 (CLOSES MARCH 16, 2018)

POSITION: **PUBLIC DEFENDER SECRETARY**

DEPARTMENT: PUBLIC DEFENDER

PAY GRADE: 10

SALARY: \$8.84-11.55 PER HOUR DEPENDING UPON APPLICABLE EXPERIENCE & EDUCATION
PLUS 100% PAID MEDICAL/DENTAL/VISION/LIFE INSURANCE

SEE ATTACHMENT FOR JOB DESCRIPTION.

INTERESTED PERSONS SHOULD SUBMIT APPLICATION AND RESUME TO:

Baxter County Human Resources
1 East 7th Street, 2nd Floor - Suite 201
Mountain Home, AR 72653

Baxter County Government is an Equal Opportunity Employer.

JOB DESCRIPTION

POSITION TITLE: SECRETARY/ADMINISTRATIVE ASSISTANT

DEPARTMENT: PUBLIC DEFENDER

POSITION RELATIONSHIPS:

- A. Supervisors: Public Defender – Managing Attorney
Part-Time Public Defenders
Legal Support Specialist/Legal Services Specialist
- B. Positions Supervised: None
- C. Interrelationships: Judges, case coordinators, court reporters, prosecuting attorneys, legal assistants, general public

POSITION SUMMARY:

The secretary/administrative assistant works under the general supervision and direction of the Legal Support Specialist. The secretary/administrative assistant is responsible for performing a variety of tasks that are standard or regular support duties within a public defender office.

DUTIES AND RESPONSIBILITIES:

- Promptly and courteously answers incoming calls, direct calls, takes and transmits messages
- Greets clients and visitors and provides assistance
- Receives, sorts, and distributes various mail and correspondence to appropriate personnel
- Prepares outgoing mail
- Photocopies various documents and ensures appropriate safeguard of such documents related to attorney/client confidentiality
- Performs tasks using standard office equipment and computer programs to prepare documents, correspondence and reports
- Answers written or oral inquiries of a routine nature

- Schedules office appointments and communicates appointment to appropriate parties
- Maintains inventory of office supplies
- Attends court as required

SPECIAL KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of computers and software applications, including but not limited to Microsoft Word, Access, Excel and Adobe
- Knowledge of filing and record keeping procedures and statistics
- Ability to perform data entry, typing and word processing
- Ability to comprehend and assimilate legal related documents
- Ability to follow policies and procedures and other applicable regulations
- Must observe strict standards of confidentiality in performing all duties within the office

PERFORMANCE STANDARDS:

Satisfactory performance will be achieved by continued proficiency in computer skills; always being helpful, professional and courteous while accepting phone calls and speaking with the public. Must ensure accuracy in relaying messages while maintaining confidentiality of internal and personnel issues. Must be able to perform tasks with minimal supervision and manage functions of office without encroaching on supervisor's responsibilities.

POSITION QUALIFICATIONS:

- Education: High School Diploma or equivalent
- Skills: Basic knowledge of clerical functions in an office setting
- Other job-related education and/or experience may be substituted for all or part of the basic requirements

WORKING CONDITIONS:

- Limited travel required
- Must have the ability to lift up to 25 lbs.
- Must be able to get up and down several times a day
- Job will also have times where prolonged sitting at a desk will be required