

WICHITA COUNTY

Job Announcement



Posting Number: 2022-058

POSITION: Receptionist

LOCATION: Wichita County Law Enforcement Center
2815 Central Freeway East
Wichita Falls, Texas 76302

REPORTS TO: Wichita County Sheriff's Office (WCSO) - Office Manager

HOURS: 8:00 a.m. - 5:00 p.m., Monday – Friday
(Occasional overtime may be required)

SALARY: Up To \$1,328.88 Bi Weekly/\$34,551.00 Annually
(Based Upon Qualifications)

POSTING DATE: June 2, 2022

CLOSING DATE: July 08, 2022 or Until Filled

IMPORTANT: A COMPLETED PERSONAL HISTORY STATEMENT MUST BE SUBMITTED WITH YOUR EMPLOYMENT APPLICATION.

► JOB SUMMARY:

The Receptionist serves as the first point of contact in the Wichita County Sheriff's Office. The Receptionist handle's administrative office duties to include the greeting of visitors and handling of public inquiries, answering the telephone, use of computers using Microsoft and mainframe applications, counseling of job applicants, processing of incoming and outgoing mail, ordering and distribution of supplies and administrative support to the Wichita County Sheriff's Office staff.

► ESSENTIAL JOB FUNCTIONS:

- Greets and assists all visitors to the Sheriff's Office and provides the requested information and services.
- Answers the telephone and receives incoming telephone calls for the Sheriff, Sheriff's staff, inter-departments and County Jail and forwards calls as appropriate. May take messages over the telephone, by email and in person.
- Handles public inquiries for the Sheriff's Office and routinely assists attorneys, bail bondsmen, other law enforcement agency representatives and the general public.
- Counsels with job applicants and assists them with each step of the employment application process to include distributing the Employment Applications and Personal History Statements to applicants, reviewing submitted employment applications for completeness and accuracy and making copies of employment applications and related documents.
- Coordinates the fingerprinting of job applicants with the Sheriff's Office – Records ID Office.
- Discreetly and confidentially handles sensitive information, documents and materials related to business operations, projects and personnel within the Sheriff's Office.
- Logs in all boxes and envelopes received from UPS and FED-EX onto a tracking log.
- Prepares all outgoing mail and delivers the mail to the mailroom for mailing on a daily basis.

- Completes receipts and money transactions requested by bail bondsmen for the payment of “mug shots”.
- Receives and opens all incoming mail and distributes the mail to the appropriate department heads, Sheriff’s staff, County Jail inmates and all departments within the Sheriff’s Office on a daily basis.
- Works with the Sheriff’s staff and other departments within the Sheriff’s Office to provide administrative support and assistance on a daily basis.
- Coordinates the receipt and distribution of incoming supplies to the Sheriff’s staff.
- Performs all other assigned tasks as required, in a timely and concise manner.

► **MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age.
- Must have a high school diploma or GED equivalent.
- Must be able to demonstrate computer proficiency in Microsoft Office applications to include Word 2007, Excel and Outlook.
- Must be capable of learning how to proficiently operate the mainframe computer systems used in the County Jail and be able to retrieve and disseminate such information, when requested.
- Must be able to perform multiple job duties and tasks simultaneously.
- Must be personable, courteous and have excellent customer service and public relations skills.
- Must have excellent organizational skills and be able to work effectively in a busy and stressful office environment.
- Must be capable of working effectively in an environment where occasional exposure to criminals in custody is possible.
- Must be detail-oriented and self-motivated.
- Must be able to effectively communicate both verbally and in writing and have the ability to listen and understand and speak (English) and be understood.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must pass a thorough background check conducted by the Wichita County Sheriff’s Office.
- Must be able to occasionally lift and move loads weighing up to thirty (30) pounds.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to sit at a desk for long periods of time during an eight-hour workday.
- Must be neat in appearance.
- Punctuality and regular attendance at work is mandatory.
- The Wichita County Sheriff’s Office is a NO SMOKING and tobacco-free working environment.

► **APPLY TO:**

Wichita County Sheriff’s Office
Attn: Training/Recruiting
2815 Central Freeway East
Wichita Falls, Texas 76302
(940) 766-8170

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Room 130, Wichita County Courthouse, 900 7th Street, Wichita Falls, TX 76301.