

## FRONT OFFICE INTAKE SPECIALIST

This position provides a wide variety of highly responsible, confidential and complex secretarial duties for the Prosecutor's office. They must possess confident, positive communication skills and have a polished and professional image. Along with the primary responsibility of answering all in-coming calls, this position will assist with correspondence and preparation thereof, maintaining department files and preparing mailings. They must be computer literate with professional phone etiquette. The essential functions of this position will include the following.

### **ESSENTIAL FUNCTIONS:**

- Greet and assist all visitors.
- Answer all incoming calls and direct to the appropriate person/office.
- Sort and distribute incoming interoffice mail.
- Print and post weekly docket calendar for Assistant Prosecutors.
- On a daily basis, receive warrants list from BCSO, find and print most current served warrant list and distribute to appropriate secretary/division.
- Order files and/or return (as needed) from/to Records Dept.
- Responsible for maintaining Justware with current addresses, phone numbers and e-mail addresses, as well as updating of greeting on office voice mail.
- Check Fugitive Report every morning and look up who it goes to and e-mail to the appropriate secretary.
- Look-up paper work when dropped off at front desk and give to appropriate person
- Check fax machines for incoming paperwork. Look up case and give to appropriate person.
- Mail out court documents (entries, time waiver, pleas, etc.) to appropriate individuals, i.e., defense attorneys, law enforcement agencies.
- ODRC paperwork – stamp when received then give to Brad Burress along with the file. (May have to order from Records Dept. if not a current case.)
- Print out Master Calendar docket and place on Board.

- Expungements – Order files from Records Dept. Hold files until the hearing then track the file until certified copy is received from Clerk of Courts and closed record is scanned.
- Maintain yearly office inventory and track inventory location changes as needed.
- Cover lunch for other Intake Specialist.
- Supervise runner, cover job responsibilities when this person is out, and assist with keeping their filing up-to-date
- Assist Runner in making space in file cabinets as needed
- Observe and record office personnel when leaving the office.
- Responsible for locking front doors at the end of each day when leaving.
- This position must develop a knowledge of the overall office and become familiarized with the staff, their positions, all departments, as well as familiarity of documents and how and where to direct such.

**REQUIRED SKILLS:**

To perform the essential functions of this position, the employee must possess the following skills.

- Positive communication skills and strong organizational skills with an ability to listen.
- An ability to maintain an even temperament/pleasant working personality as well as a “Public Service” attitude and composure with the office’s employees, visitors, witnesses, law enforcement, clients and vendors and to deal with frustrated, upset or insulting individuals in a consistent, professional and courteous manner.
- An ability to handle multiple tasks, meet deadlines, and handle interruptions.
- An ability to use a Personal Computer with word processing programs. Must have a thorough working knowledge and understanding of Microsoft Office, Corel WordPerfect Office Suite, Internet, e-mail and document management.

Please submit Cover Page and Resume to Jean Alder at [alderjm@butlercountyohio.org](mailto:alderjm@butlercountyohio.org).