



STATE OF LOUISIANA

Fourth Judicial District Court

PARISHES OF MOREHOUSE AND OUACHITA

300 ST. JOHN ST. - SUITE 400

Monroe, Louisiana 71201

TELEPHONE (318) 361-2250
FAX (318) 361-2273

January 23, 2012

NOTICE

Any party interested in applying for the position of Fourth Judicial District Court Judges' Office Receptionist – Morehouse Courthouse should mail or deliver a resume to the Fourth Judicial District Court Judges' Office by the close of business on February 10, 2012. This job is located in Bastrop, LA.

Requirements include: MS Office proficiency and good attitude. Experience with office equipment and dictation. Transcription and/or legal experience preferred. The full job description can be viewed at www.4jdc.com.

This appointed position serves at the pleasure of the Judges of the Fourth Judicial District Court. Salary is \$23,500 with a comprehensive benefits package provided.

Resume should be sent to:

Judicial Administrator
Fourth Judicial District Court
300 St. John Street, Suite 400
Monroe, LA 71201

The Fourth Judicial District Court is an
Equal Employment Opportunity Employer.

JOB DESCRIPTION
MOREHOUSE SECRETARY/RECEPTIONIST

FOURTH JUDICIAL DISTRICT COURT
JUDGES' OFFICE

REQUIREMENTS

Professional in dress and appearance
Discretion, integrity, and honesty in all matters
Positive attitude
Excellent work ethic
Excellent communication and interpersonal skills
Ability to exercise judgment and to work without close supervision
Ability to maintain confidentiality of matters

QUALIFICATIONS

High level of proficiency in MS Word
Proficiency in all other Microsoft Office programs
Proficiency in business writing with excellent speed, grammar, and spelling
Proficiency with all types of office equipment
Excellent organizational and recordkeeping ability
Excellent computer knowledge and skills

SPECIFIC DUTIES

Greet and assist visitors.
Answer telephone calls and inquiries and refer them to appropriate personnel.
Take dictation of and transcribe court hearing, trials, and other matters as ordered.
Transcribe verbatim dictation.
Prepare civil docket for publication.
Maintain dockets of judges.
Schedule Hearing Officer Conferences, prepare and distribute proper orders pertaining to HOC.
Develop and maintain a good working relationship with Judges, staff, and personnel of other court agencies.
Distribute faxes to appropriate personnel.
Read copier meters and fax information to vendor.
Placate angry/upset litigants or jurors both in person and over the phone.
Cross train to learn all functions of Office Manager.

DISCLAIMER

This job description is not permanent nor all inclusive. You are hired to aid and assist administration in the fulfillment of their duties. During your tenure, this job description may be changed as circumstances require.

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM DUTIES OF THE SECRETARY/RECEPTIONIST

In order to comply with the requirements of the Americans with Disabilities Act of 1990, all applicants are asked to read, complete, and sign this document.

The secretary/receptionist must be able to do the following. Please place a (✓) mark beside each item you are able to perform with or without accommodation.

- Operate office equipment such as telephone, fax machine, scanner, computer, printer, adding machine, typewriter, and copier.
- Type at least 45 words per minute: typing requirements may vary depending on program needs.
- Take and transcribe dictation manually or using electronic dictation equipment.
- Hear well and understand speech of varying inflections, accents and volume.
- Compose, save and retrieve documents using a computer.
- Organize and maintain various filing systems, both electronic and hard copy.
- Communicate clearly, both orally and in writing.
- Perform basic mathematical operations.
- Gather data and develop a report using spreadsheet and word processing programs.
- Reach, bend, kneel, crouch, or stoop as necessary in order to locate items for inventory, move small office equipment, store or retrieve office supplies, and move files and other records.
- Lift items weighing up to 25 pounds.
- Perform multiple tasks simultaneously.
- Sit for a major portion of the work day.
- Work a regular Monday through Friday schedule and occasional nights and weekends as may be required.
- Travel to court at different locations as needed.

I certify that I am willing and able to perform the above requirements with or without accommodations.

Signature of Applicant

Date