

## County of Fulton

**Job Title:** Receptionist  
**Department:** District Attorney  
**Reports To:** District Attorney  
**Salary Level:** A2, \$12.39 - \$16.86 per hour  
**Hours per Week:** 32, FT  
**Prepared Date:** 5/13/26

### **Summary:**

An employee in this position performs specialized clerical duties and responsibilities within the assigned department.

### **Essential Duties and Responsibilities:**

Answers telephone and takes messages or transfers calls to proper individuals.

Distributes incoming mail

Maintains calendar and daily schedules

Prepares and serves discovery responses and requests

Sorts, copies and files correspondence and documents within the department

Greets and assists the general public by taking or providing information or directing them to proper locations.

Sets up and maintains files in the database as well as paper versions.

Maintains confidential information

Operates computer, calculator, copy machine, fax machine, scanner and other office equipment as needed

Performs other job related duties as required.

### **Supervision:**

Receives instruction and supervision from the District Attorney.

### **Competencies:**

Must be able to speak and understand the English language in order to carry out essential functions of the job.

Must possess good communication and interpersonal skills.

Must possess the ability to function independently, have flexibility and the ability to work effectively with law enforcement, victims, witnesses, co-workers and others.

Must possess sufficient technical knowledge to operate personal computers and other office equipment with accuracy and reasonable speed.

Must possess general knowledge of modern office practices and procedures and ability to apply same to essential duties of the job.

Must possess knowledge and ability to practice current and accurate usage of grammar, spelling and filing procedures.

Must possess ability to learn assigned clerical tasks and adhere to prescribed departmental procedures.

Must possess ability to perform simple math calculations with accuracy and reasonable speed.

Must possess ability to learn county and legal rules, procedures and practices as necessary within department.

Must possess ability to handle a variety of clerical duties and switch from one to another throughout the workday.

Must be willing to undergo further training as required.

**Qualifications:**

Education and Training: A high school diploma or equivalency, plus some business/clerical and computer training.

Work Experience: Two (2) years working experience in an office environment, county government or court system, or any acceptable combination of equivalent training and/or experience required.

**Physical/Mental Requirements:**

Must possess ability to record, convey and present information, explain procedures and follow instructions.

Must be able to sit for long periods of time throughout the workday, with intermittent periods of standing and walking and occasional periods of bending, twisting, stooping, reaching as necessary to carry out essential job duties.

Dexterity requirements range from coordinated movements of fingers/hands for use of a computer, to simple dexterity of feet/legs/torso as necessary to carry out job duties.

Sedentary work, with occasional lifting/carrying of objects with maximum weight of ten pounds.

Must be able to cope with physical and mental stresses of the position.

Must be able to move frequently throughout the work day as needed to carry out essential job duties.

Must be able to pay close attention to details and concentrate on work.

**Working Conditions:**

Works indoors in adequate office space, lighting and ventilation.

Works with average indoor exposure to noise and stress, but subject to frequent disruptions.

Normal indoor exposure to dust/dirt.