

OFFICE OF THE  
**SHERIFF**  
NACOGDOCHES COUNTY  
JASON BRIDGES SHERIFF

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## **EMPLOYMENT OPPORTUNITY**

### **Position Title**

Receptionist: Operates a telecommunications system, and directs visitors in the lobby

### **Direct Report**

Office Manager

### **Substitute Report**

Sheriff's Secretary

### **Number of Persons Supervised**

None

### **Position Summary**

The Receptionist is responsible for operating a telecommunications system by answering, screening, and forwarding phone calls; greeting, welcoming, and directing visitors in the front lobby; and receiving and sorting through the daily mail.

### **Essential Duties & Responsibilities**

- ◇ Operates a multi-lined telecommunications system by routing incoming calls, along with taking and delivering messages, scheduling appointments, and managing call routing based on requests and company policies
- ◇ Serves visitors by greeting and directing them appropriately, notifies Sheriff's Office personnel of visitor arrival, informs the visitors by answering or referring inquires, and maintains security by following procedures, monitoring log-books, and issuing visitor badges
- ◇ Time stamps, sorts, collates, and places incoming mail in proper locations; receives and applies correct postage to outgoing mail, and completes incorrect returned mail
- ◇ Assists the Administration, Patrol, and CID staff with daily operations as needed

### **Knowledge, Skills, and Abilities**

- ◇ Ability to maintain confidentiality
- ◇ Ability to establish and maintain professional effective working relationships with management, co-workers, and with the general public
- ◇ Ability to interact effectively with co-workers, and to assist them in other areas when needed
- ◇ Ability to maintain records in a neat and orderly manner
- ◇ Ability to communicate both orally and in writing
- ◇ Ability to multi-task, prioritize duties, and process last-minute assignments
- ◇ Ability to work accurately with attention to detail
- ◇ Ability to prepare concise and accurate information for distribution

- ◇ Ability to make executive decisions pertaining to inner office dealings
- ◇ Ability to follow instructions and perform duties independently with speed and accuracy
- ◇ Ability to make sound decisions in accordance with established policy
- ◇ Ability to become a Notary
- ◇ Skill in communication, data entry, and problem solving
- ◇ Skill in the proficient use of basic mathematics
- ◇ Skill in the proficient use of computers and standard office equipment
- ◇ Skill in the proficient use of MS Word, MS Excel, Adobe Acrobat, and Google

### **Work Environment**

- ◇ Occasional travel for training purposes or departmental needs
- ◇ Involves interaction with inmates from the jail

### **Physical Requirements**

Representative of physical demands required to successfully perform the essential functions of this position.

- ◇ Adequate visual acuity, speech and hearing required to interact with others, operate computers, and use telephones
- ◇ Sufficient manual dexterity necessary to operate a computer and office equipment

### **Recommended Qualifications**

- ◇ High School diploma or GED
- ◇ Ability to meet all Department hiring requirements
- ◇ Working knowledge of standard office procedures