

JOB DESCRIPTION
RECEPTIONIST
3RD FLOOR, VERMILION COURTHOUSE

POSITION TITLE:

Vermilion Receptionist

REPORTS TO:

General administrative issues are handled jointly by Judges Broussard and Hulin. For Family Court-related duties, Vermilion Hearing Officer is immediate supervisor.

COMPENSATION:

Pay rate is \$9.15/ hour, paid at 35 hours per week through Vermilion Parish Police Jury. Thirty-five (35) hour minimum work week; compensatory time given in lieu of overtime compensation (rare). Additional supplemental pay from the 15th Judicial District Court for Family Court-related duties. Benefit package including group medical plan and retirement under the Parochial Employees Retirement System (PERS).

LOCATION OF WORK:

Vermilion Parish Courthouse, 3rd Floor, 100 N. State St., Abbeville, LA 70501.

HOURS OF WORK:

General hours of work are 8:30 a.m. – 4:30 p.m., Monday through Friday. One (1) hour off for lunch period.

EXAMPLES OF WORK PERFORMED:

Duties of this position may include, but are not limited to, the following:
Answering public inquiries for judges and staff and directing persons to proper offices
Assisting visiting judges as needed
Performing as secretary to the Vermilion Hearing Officer, which may include scheduling conferences, managing parties appearing for hearings, and data entry
Communicating with other staff and vendors for supply purchases, equipment maintenance, and building maintenance

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of standard clerical procedure
Ability to speak clearly
Ability to greet the general public in an effective and courteous manner
Ability and willingness to exercise tactfulness while interacting with the general public, officials, and other employees
Ability to understand and follow oral and written instructions
Basic skill in keyboarding and use of computers for data entry
Ability to exercise discretion, on and off duty, in protecting the confidential and personal nature of information obtained in work performance

DESIRABLE TRAINING AND EXPERIENCE:

High school diploma, supplemented by clerical course work, or any equivalent combination of training and experience.