



Office of the State's Attorney for Baltimore City

Hargrove District Court Receptionist

The Office of the State's Attorney is seeking to fill a receptionist position at Hargrove District Court.

Job Description:

The position involves various duties including, but not limited to:

1. Greeting visitors to the State's Attorney's Office and assisting with questions
2. Answering and mastering a five-line telephone system at the front desk
3. Taking accurate messages for Assistant State's Attorneys and other staff members
4. Collecting and disseminating intake for the entire office
5. Opening, dating, stamping and mailing/disseminating intra-office and USPS mail
6. Ordering supplies
7. Assisting docket clerks with various scanning and copying duties and with docket preparation
8. Keeping the front office running smoothly throughout the day, and
9. Other administrative duties as directed by the Division Chief, Building Chief or Administrative Supervisor

This is a full-time position with benefits and is located at 700 E. Patapsco Avenue, Baltimore, MD 21225

Qualifications:

- Possession of a High School Diploma
- Ability to organize and coordinate multiple priorities
- Good oral and written communication skills
- Must be punctual and reliable
- Excellent organizational skills
- Ability to meet deadlines
- Must pass the Criminal Background Check and Drug/Alcohol Screening

Salary: (\$28,440 – \$32,377)

To Apply:

All interested persons should email a resume and cover letter to resume@stattdorney.org by the close of business Friday, July 7, 2017. Please use "Receptionist – Hargrove District Court" as the subject reference of your email.

THE OFFICE OF THE STATE'S ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER.