



County of York

Sheriff's Office **Jail Receptionist** **External Posting**

Position: Jail Receptionist

Status: Full-Time with Benefits

FLSA: Hourly / Union

Rate of Pay: Pay Grade 4 – M.S.E.A. Scale - \$13.75/hour

Reports to: Jail Administrator

Purpose of the Position

To perform a variety of clerical and communication functions with the office of the York County Jail.

Scope/Supervision

Works under the general supervisor of the Jail Administrator and his/her designee, who provides guidance and reviews completed work assignments for conformance with established rules, regulations and state laws.

Responsibilities and Examples of Duties

1. Greets the public entering the jail for official business. Assisting in directing them to the appropriate jail contact.
2. Receives and distributes all incoming/outgoing mail to the appropriate party.
3. Answers all administrative telephone calls and directs caller to the appropriate person.
4. Collect and copy, scan or fax all documents as requested by the Jail Administrator or his/her designee.
5. Performs any and all additional duties and tasks that may be assigned or requested by the proper authority.

Knowledge, Skills and Abilities

High School graduate or equivalent. Post high school education and/or experience in the applicable fields preferred. Knowledge and/or experience with specific skills, in such things as record keeping, typing, filing, computer operation and the proper use of general office equipment. Must have the ability to safeguard confidential information. Must possess good communications skills, both verbally and written, to deal with the public in a positive manner.

Applications for this position can be picked up at the York County
Management building located at
149 Jordan Springs Road, Alfred, Maine
or on the County of York website: www.yorkcountymaine.gov

Completed Applications can be emailed to lmcorliss@co.york.me.us

Faxed to 207-324-9494

Mailed to Attn:

**Linda M Corliss
Human Resource Director
York County Government Building
45 Kennebunk Road, Alfred, ME 04002**

York County is an equal employment opportunity employer.

**This posting will expire on
Wednesday, October 7, 2015 @ 4 pm**
