

EMPLOYMENT NOTICE

JOB TITLE: RECEPTIONIST/PBX OPERATOR

DEPARTMENT: BURNET COUNTY SHERIFF'S OFFICE

LOCATION: BURNET COUNTY SHERIFF'S OFFICE, 1215 HWY 29 E,
BURNET, TEXAS

SALARY: COMMENSURATE WITH EXPERIENCE

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position, which involves independent judgment. Duties include performing clerical work requiring application of various complex work methods and procedures, familiarity with the laws and regulations, and with departmental functions, policies and practices. Answer the main telephone line, greet the public, file inmate cards and folders. Record checks and backup for Dispatch.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

Must have unquestioned ability to meet and serve the public in a friendly and efficient manner. Ability to communicate orally, in writing, and by telephone; excellent knowledge of computers; and ability to establish and maintain effective working relationships with co-workers, employees, and officials in other departments. This position requires a high degree of confidentiality due to sensitive information. As part of a conditional job offer a background check will be conducted.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduate or its equivalent plus one year experience in clerical work and public relations. Prefer bilingual in Spanish.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from the Human Resources office, 133 E. Jackson Street or the Burnet County Courthouse, 220 S. Pierce Street. Completed applications will be accepted in the Human Resources office until the position is filled.