Duties Include*:
- Receptionist Responsibilities
- Data Entry
- Create New Files
- Filing
- Docket Preparation
- Phone Answering/Messages
- Review of Bills
- Participation in Drug Court Activities Outside of the Court Setting
- Assist in Activity Preparation
- Mailings
- Some Typing
- Manage Office Supply Inventory
- Assist Attorneys with Initial Screening Form
- Schedule Assessment, Intake and other Appointments

Skills Required:
- Computer Skills (Not MAC)
- Typing

Hours: Monday – 8:30am-5pm, Tuesday – 10am-6:30pm and Friday-8:30am-5pm.

Other: This is a part time temporary position based on grant funding. Current position is funded until September 30, 2020.

*The above list of job duties is not exclusive or exhaustive and the employee will be required to undertake such tasks as may reasonably be expected within the scope of the position.