

DATE: April 15, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)



FROM: Emmanuel C. Nneji, Esq., District Attorney
275 Wall Street, Kingston, NY 12401

JOB VACANCY: Receptionist with Typing / Permanent/Provisional / Full-Time / Benefited

LOCATION: Courthouse

SALARY: \$18.92 / hour (Grade 4)

FILL DATE: May 6, 2024

DISTINGUISHING FEATURES OF THE CLASS: This is an important public contact position involving responsibility for screening all incoming requests for information, either in person or by telephone, and giving routine information, or directing requests to the proper personnel. In addition, incumbent is responsible for performing routine clerical tasks. The class differs from that of Receptionist in that Receptionist does not have substantial typing duties. Work is performed under general supervision of a higher level employee in accordance with established policies, permitting some leeway for the exercise of independent judgment. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology and procedures, working knowledge of the policies, procedures, and regulations of the organization, ability to understand and carry out simple oral and written directions, ability to meet the public in person and by telephone, ability to secure the cooperation of others, depending on the office where assigned, ability to type at an acceptable rate of speed, initiative, resourcefulness, neatness, tact and courtesy, good judgment, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Successful completion of the eighth grade in school, or its equivalent.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.