

**NOTICE OF VACANCY IN THE
MONTGOMERY COUNTY PROSECUTOR'S OFFICE**

The Montgomery County Prosecuting Attorney will accept resumes for the position of **Switchboard Operator** until Friday, May 27, 2022. This position is full time and unclassified. Minimum starting salary is \$30,000.00, with full benefits, including OPERS.

Candidates should possess strong communication skills, be able to operate a multi-line telephone system and be a dependable self-starter, who can multi-task in a fast-paced environment.

Anyone interested in applying for this position should send, via e-mail or fax, a cover letter and resume with references to:

Ms. Karen Clift, Personnel, Payroll & Benefits Officer
301 West Third Street
P.O. Box 972
Dayton, Ohio 45402
Phone (937) 496-7742
Fax (937) 496-3129
cliftk@mcohio.org

JOB RESPONSIBILITY

Under general supervision, is responsible for operating multi-line telephone system to receive, transfer and transmit calls; performs other related duties as set forth below under "Illustrative Duties":

ILLUSTRATIVE DUTIES

Receives and connects incoming callers with desired party;

Operates intercom and paging systems;

Performs receptionist duties as required;

Perform routine office tasks, such as sorting and delivering mail, typing, scheduling appointments, maintaining Main Office attendance records;

Performs various clerical tasks as needed to assist other divisions of the office.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of office practices and procedures; public relation skills and the ability to interact with different types of people; skill in clear and effective oral and written communication; ability to follow oral and written instructions; ability to prioritize projects and manage time; ability to take initiative and exercising good judgement; ability to handle sensitive phone contacts and maintain confidentiality of information, while possessing high standards of ethics; ability to work individually, and develop and maintain an effective working relationship with supervisor, administrators and associates; ability to demonstrate common sense and patience; skill in operation of multi-line telephone equipment and knowledge of office equipment, including Microsoft Office software.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

High school diploma or GED, any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.

The Montgomery County Prosecutor's Office is an Equal Opportunity Employer