

POSITION 1729010 JOB DUTIES

- **Front Desk/Receptionist**
 - Answer phones
 - take detailed messages for staff and relay in writing.
 - Greet the public and assist in answering questions regarding public defender services
 - Complete Court appointed attorney Petitions over the phone and in person with prospective clients
 - US Mail and interoffice mail
 - Open all interoffice and US mail and disperse to the right person or scan in the right client file
 - Maintain outside mailbox
 - Maintain Keys on bulletin board
 - Maintain/send out all outgoing mail
- **Office Supply Inventory**
 - Track office supply inventories – maintain supply closet
 - Check supplies on weekly basis and re-order as necessary
 - Maintain a list of supplies
 - Open deliveries of supplies and place in supply closet
- **Monitor office machines (postage/copy machine/label maker) and their necessary supplies.**
 - Replace cartridges
 - answer any questions from staff regarding procedures or problems
 - Contact companies regarding issues with postage or copy machine
 - Place requisition within MUNIS to acquire needed supplies.
- **Invoicing/PCARD**
 - Track incoming invoices by keeping paper copies in our binder
 - Make sure contracts and/or vendors are up to date as well as budgets.
 - Input invoices into MUNIS for AP to approve and pay.
 - Responsible for PCard check in and out.
 - Complete PCard Statement every month in MUNIS by allocating and attaching backup receipt documentation.
- **Expense Claims**
 - Review expense claims entered by our employees to assure proper documentation has been attached and Fiscal Services guidelines have been met.
 - Allocate the line item to the proper project string.
 - Release into workflow for approval in MUNIS.

- **Budget**
 - Budget Transfers
 - Monitor budget on a timeline to assure proper funds for incoming invoices and upcoming payment dates.
 - Track budget transfers on our spreadsheet.

- **Budget Reporting To MIDC**
 - Run YTD budget reports for Karen every week.
 - Run Project Ledger and General Ledger reports monthly to reconcile.
 - Gather backup invoices from Account Inquiry and Spending Reports for FSR submission.
 - Assist Karen and Hilery completing and submitting the FSR quarterly.
 - Track Continuing Education Credits for Attorneys for MIDC reporting

- **Maintain the Outlook Calendar**
 - Schedule on calendar and Send out meeting invites
 - Keep scheduled meetings up to date on calendar
 - Maintain special events for the office

- **Maintain the white boards (calendar/in-out) at office**
 - Place daily assignments of Judges and Attorneys on board
 - Schedule PV Arraignments with Judge's staff and place time on board
 - Request PV report from Judge's Staff or Circuit Court Administration
 - Contact on call attorney to notify of schedule Probation Violation Arraignement
 - Put on Outlook calendar

- **Miscellaneous**
 - Liaison between county departments, attorneys, and clients via email and telephone.
 - Meeting Minute Taker.
 - Familiar with anything Fiscal Services/Admin such as where county policies and documents are located etc.
 - Responsible for completing IT Help Desk Tickets
 - Maintain and Update all policy/procedure binders and folders on the S drive
 - Serve as backup for Amanda and Jenny as needed
 - Closing files PD Files – scan closing document, add to Defender data and put in file, then file in closed
 - Back up Jenny and Amanda
 - Other duties as assigned

