

NOTICE OF JOB VACANCY

DEPARTMENT: COUNTY COUNSEL'S OFFICE

POSITION: RECEPTIONIST

BRIEF DESCRIPTION OF POSITION:

Greet visitors; answer, screen and direct phone calls; and take clear messages. Sort mail, and assist with basic clerical work such as filing, copying, and data entry.

EXPERIENCE/EDUCATION:

Preferred but not necessary background in office front desk operations, multi-line phone system and basic clerical duties. Time management and organization skills. Clear verbal and written communication to interact with staff and callers.

SALARY RANGE: \$45,000.00 annual

ISSUE DATE: 9/21/2026

CLOSING DATE: 10/30/2026

AUTHORIZED SIGNATURE: *Claudia Avila*

NAME: Claudia Avila

TITLE: Office Manager

INTERESTED APPLICANTS MAY CONTACT:

**UNION COUNTY IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER**

UNION COUNTY RESIDENCY REQUIRED

