

## **JOB POSTING**

The Medina County Public Defender Office is seeking a full time receptionist.

Primary responsibilities are answering the office telephones, screening of prospective clients, filing, typing, and data entry work. The successful candidate will possess good telephone and verbal communication skills; be pleasant and professional; possess good organizational skills; be able to handle the pressure of a fast passed office and difficult clients; be able to complete data entry with various office programs.

**Hours:** Required work hours are 8:00am to 4:30pm Monday through Friday.

**Pay:** The position of receptionist is a union position. Starting salary is \$13.19 per hour or \$27,435.20 annually.

**Application Deadline:** All applications must be received by Friday June 14, 2019.

**Apply to:** Medina County Public Defender Office  
Attention: Jocelyn Stefancin  
120 West Washington Street, Suite 2D  
Medina, Ohio 44256  
[jstefancin@medinaco.org](mailto:jstefancin@medinaco.org)

**The successful candidate will be required to undergo and pass a background check and a drug screen.**