



# South Carolina Legal Services

Balancing the Scales of Justice

2109 Bull Street, P.O. Box 1445, Columbia South Carolina 29201  
Phone: (803) 799-9668 Fax: (803) 799-9420  
[www.slegal.org](http://www.slegal.org) | [www.lawhelp.org/sc](http://www.lawhelp.org/sc) | [www.probono.net/sc](http://www.probono.net/sc)

## Position Announcement

<b>Position Title</b>	<b>Receptionist</b>
<b>Location</b>	<b>Spartanburg Office</b>
<b>Job Type</b>	<b>Regular – Part-time (25 Hours)</b>
<b>Job Summary</b>	SCLS seeks a <b><i>Receptionist</i></b> for its Spartanburg office. Under general supervision within SCLS, the receptionist performs public contact work such as greeting, screening and routing callers and visitors. The <b><i>Receptionist</i></b> also performs clerical and other related tasks as required.  <i>A more detailed job description is available upon request.</i>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>▪ The equivalent of one year of full-time experience in general office, sales, reception or related work experience, which involved direct and regular contact with people; or</li> <li>▪ Graduation from high school or G.E.D.; or</li> <li>▪ Satisfactory completion of a recognized job-related training course at the high school or equivalent work related program.</li> <li>▪ Excellent telephone and in person communication skills (customer service orientation)</li> <li>▪ Excellent typing, organizational and time management skills</li> <li>▪ Experience on a multi-line phone system and customer service helpful</li> <li>▪ Proficient with Windows and Microsoft Office Professional 2013</li> <li>▪ Possess a valid driver’s license and good driving record</li> </ul> <p style="text-align: center;"><i>Position requires ability to type accurately at prescribed standards as evidenced by passing a typing performance test.</i></p>
<b>Job Open Date</b>	Immediately
<b>Job Close Date</b>	June 17, 2017

Applicants interested in applying for this position may submit a resume and three references with cover letter to:  
South Carolina Legal Services, Attn: Human Resources – Spartanburg Receptionist  
PO Box 1445, Columbia, SC 29202 or by fax to 803-799-9420.

EOE M/F/D/V

