

The Hancock County Public Defender's Office is seeking a part-time front desk receptionist, Monday-Thursday, 8:30am-4:30pm at \$13.50/hr. Candidate should have excellent customer service skills and the ability to multi-task in a fast-paced environment, as well as proficiency with Word. Main duties will be answering phones and greeting clients. Qualified candidates should email a cover letter and resume pubdefjobs@co.hancock.oh.us.