



Atlanta's John Marshall Law School is looking for a motivated individual to fill the full-time, non-exempt position of Evening Receptionist (Security). The Evening Receptionist will be responsible for the protection and securing of the law school, its students, faculty, staff, and visitors, while also performing basic clerical tasks supporting the daily operation within the law school, primarily during the evening hours. Their duties include answering and transferring phone calls to employees, sorting and delivering mail, greeting internal and external visitors, and helping with various clerical tasks and special projects, as needed.

Ideal Experience and Qualifications

The ideal candidate will have a minimum of a high school diploma or GED.

The Evening Receptionist will be responsible for, but not limited to following:

- Providing administrative and office support to the law school and Business Office by answering and forwarding calls and inquiries to the appropriate employee and/or department
- Closing of the business office, which includes but not limited to, ensuring all phones are on or off night mode, ensuring supplies for the reception desk and copiers have been restocked, forwarding any voicemails to the respective employee or department
- Implementing AJMLSs security procedures by managing/monitoring entry into the law school as well as, controlling access to business offices
- Diligently observing, immediately responds to and accurately documents all scenarios, actions, conditions, or incidents regarding the general safety and security of the facility, its employees, students, visitors, etc.
- Monitoring, responds and investigates all alarm conditions fire/life/safety and elevators
- Preparing Security Reports in a clear, concise, and legible manner
- Responding to and aiding in any security related situation (i.e., fire, accident, medical emergency, vandalism) in accordance with law enforcement, and law school procedures
- Responding to all inquiries in a timely manner
- Satisfying "basic" service requests and/or work orders
- Maintaining a working knowledge of all emergency policies, procedures and regulations to be able to respond to alarms, incidents and emergency situations.

Atlanta's John Marshall Law School values a diverse workforce and inclusive culture. We are committed to equal opportunity without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. We encourage applications from all qualified individuals. Applicants with disabilities who may need accommodations in the application process are to contact Ms. Crawford.

Salary: \$41,600.00

All interested candidates may submit a current professional resume to:

Cynthia Crawford
Director of Human Resources
Atlanta's John Marshall Law School
245 Peachtree Center Ave., NE, Suite 1900
Atlanta, Georgia 30303
ccrawford@johnmarshall.edu

NO PHONE CALLS PLEASE