

# MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

**DATE:** MAY 27, 2026

**DEPARTMENT:** PROSECUTING ATTORNEY'S OFFICE

**POSITION TITLE:** RECEPTIONIST

**STATUS:** FULL TIME (35 hours per week)  
Monday – Friday 8:30 AM – 4:30 PM

**SALARY RANGE:** \$28,000-\$36,000/YEAR  
COMMENSURATE WITH EXPERIENCE AND QUALIFICATION

**DEADLINE:** INSIDE/OUTSIDE APPLICANTS: WEDNESDAY, JULY 1, 2026  
(Applications and/or resumes received or postmarked after deadline will not be considered)

**QUALIFICATIONS:**

- \* High school diploma or equivalent
- \* Professional demeanor
- \* Ability to multitask
- \* Proficient with Microsoft Office software
- \* Strong communication skills
- \* Ability to pass all pre-employment screenings

**JOB SUMMARY:** This position is the first point of contact for guests visiting or calling our busy office. Key responsibilities include, but are not limited to, answering eight phone lines and directing calls, greeting guests when they arrive on-site, managing incoming/outgoing mail and ensuring there is sufficient postage in the office, prepare jury lists for upcoming jury trials, prepare outgoing thank-you letters for grand jurors, maintain appointment books for visitors to the office, and assist in maintaining office supplies.

**Position is eligible for Muskingum County's full benefit package including Ohio Public Employees Retirement System; medical/dental/vision/life insurance; Accrued Paid Time Off (Sick, Vacation, and Personal Time).**

**If interested, send completed Cover Letter, Application and Resume to:**

**RONALD L. WELCH, PROSECUTING ATTORNEY  
MUSKINGUM COUNTY PROSECUTING ATTORNEY'S OFFICE  
27 N. 5<sup>th</sup> STREET, STE 201  
ZANESVILLE, OH 43701  
EMAIL: RLWELCH@MUSKINGUMCOUNTY.ORG**

**EOE**

## **Welcome to the Muskingum County Prosecutor's Office**

### **About Us:**

At the Muskingum County Prosecutor's Office, we hold high not only our commitment to justice but also our unwavering dedication to our work-family balance. Our team includes 12 accomplished attorneys and 16 dedicated support staff members. We work collaboratively to uphold justice, protect our community and support each other in all aspects of our professional and personal lives.

### **Our Values:**

- 1. Family-Centric Culture:** Family is at the core of who we are. We foster a close-knit, supportive atmosphere where everyone feels like they belong. We understand that life happens, and when special circumstances arise, we offer the grace and flexibility needed to navigate through them.
- 2. Balanced Work Environment:** While our work is often high-pressure and fast-paced, we believe in striking a balance. Our work environment provides a welcoming atmosphere where everyone can thrive.
- 3. Transparency:** When you join our team, you can expect a clear and transparent explanation of your duties and responsibilities, as well as your path for advancement. We believe that open communication is key to success and personal growth.
- 4. Mentorship:** We value the growth and development of our team members. As part of our commitment to mentorship, experienced colleagues are willing and available to provide guidance and support.

### **Join Us:**

If you are passionate about the pursuit of justice, value a supportive work environment, and seek opportunities for personal and professional growth, we invite you to consider joining our team at the Muskingum County Prosecutor's Office.