

POSITION OPENING

Administrative Assistant Dearborn County Court Services

Employee will serve as Administrative Assistant for Dearborn County Court Services, responsible for providing secretarial and administrative assistance to Probation Officers.

DUTIES:

Answer telephone, schedule appointments, direct callers to appropriate individual or department. Receives probationers for scheduled appointments, receives and receipts money order for probationer's fees, updates probationer data in case management system, including new cases. Typing, preparing various court documents and reports, maintain accurate files, and filing.

REQUIREMENTS:

High school diploma or GED.

Ability to pass a medical exam and a drug test.

Working knowledge of computer software applications.

Ability to maintain confidentiality of Department information and records.

Ability to communicate with people and work in a team environment.

Ability to multitask while meeting deadlines.

Additional questions regarding position contact Steve Kelly at 812-532-3255

Applications (found on Dearborn County Human Resource webpage) or Resumes accepted through **04/04/2022** via email to skelly@dearborncounty.in.gov or dropped off at 215 West Williams St. Lawrenceburg, IN 47025