

# POSITION OPENING

## Administrative Assistant CIRCUIT COURT PROBATION

Employee will serve as Administrative Assistant for Dearborn County Circuit Court Probation, 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 for probationer's fees, updates probationer data in case management system, including new cases. Typing, preparing various 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.

Applications will be accepted until August 1, 2022 at 4:30 p.m. Apply to Bill Belew, Chief Probation Officer, e-mail: [bbelew@dearborncounty.in.gov](mailto:bbelew@dearborncounty.in.gov), or mail to: 215 W. William St.; Lawrenceburg, IN 47025