

Dearborn County
Part Time - Administrative Assistant

The Dearborn County Commissioners is seeking an Administrative Assistant to perform secretarial/administrative work functions. Dearborn County is currently one of the fastest growing counties in Indiana and in the Cincinnati metro area. Dearborn County is an extremely fast paced work environment requiring individuals who can work under pressure and multi-task. The Part Time Administrative Assistant position will report to the County Administrator.

Primary responsibilities include answering Government Center calls and directing them as required; open, sort and distribute mail as necessary; performing general bookkeeping functions; ensuring quality customer service and maintaining efficient daily office functions. This position will also act as a floater to other departmental offices as needed.

The candidate must be extremely organized and proficient in MS Office, Outlook, and Excel and be able to work independently and efficiently. The candidate must possess the ability to maintain confidentiality and professional integrity in involvement with departmental issues and documentation. Strong communication and written skills, accounting skills and basic filing skills are required.

A minimum of 5 years of related experience is required.

Please submit application to Sue Hayden, County Administrator 165 Mary Street, Lawrenceburg, IN 47025 or email to shayden@dearborncounty.in.gov