

POSITION OPENING

Part Time (28 Hours Weekly) Secretary

Dearborn County Court Services

RESPONSIBILITIES

- Responsible for providing secretarial and administrative assistance to Probation Officers and Case Managers.
- Provides assistance to Probation Officers/Case Managers-Answers telephone, scheduling appointments, filing paperwork and/or directing calls.
- Processes Court Orders for Probation/Community Corrections. Assist with summons and arranging court dates.
- Receives probationers/participants for scheduled appointments, receives and receipts money for Probation/Community Corrections Fees and updates probationer data in case management system.
- Performs various clerical and other related duties as assigned.
- Assist with tracking of Community Service Hours

QUALIFICATIONS

High School Diploma or GED.

Must be able to pass a physical examination and a drug test.

Knowledge of standard practices and procedures of the Court and legal terminology used in probation proceedings, and ability to communicate with and assist probation personnel and various government and public agencies and departments as needed.

Ability to maintain confidentiality.

Ability to operate standard office equipment.

Additional questions regarding position contact Steve Kelly

Application: Candidates can obtain a Dearborn County Employment Application from the Dearborn County Administration Building, Monday-Friday from 8:30am-4:30pm. Please send resumes/applications to Steve Kelly at 215 W. Williams Street, Lawrenceburg, IN 47025 or e-mail to skelly@dearborncounty.in.gov or fax to: 812-532-3220 by 4:30pm on Monday June 10, 2019.