

POSITION OPENING

Probation Department Secretary

LaGrange County is seeking applications for a Full-Time Probation Secretary. The preferred candidate will be responsible for performing a variety of clerical and administrative duties and assisting the public.

Duties include: Performs a variety of clerical tasks, including typing and mailing correspondence, preparing reports, faxing documents, distributing mail, maintaining and ordering office supplies, and preparing copies of Court files/documents. Enters new probationer data into Case Management system, assists in requests and/or forwards information to other probation departments and law enforcement agencies. Provides assistance to the court by cross training as a court reporter to provide coverage in that position as needed

Job requirements include: High school diploma or GED, working knowledge of standard office procedures/policies, ability to operate office equipment, and general and department specific computer systems.

Must be able to communicate orally and in writing with co-workers, other County departments, and the general public for the purpose of exchanging information.

Interested persons may obtain an application at the Auditor's office in the County Annex Building located at 114 W. Michigan, St., LaGrange, Indiana 46761 or online at www.lagrangecounty.org. Applications accepted in the Auditor's office or kopper@lagrangecounty.org until the position is filled.

LaGrange County is an Equal Opportunity Employer.