

JOB OPENING

LAGRANGE COUNTY PROBATION DEPARTMENT

Administrative Assistant

LaGrange County is accepting applications for an Administrative Assistant in our Probation Department. Incumbent is responsible for providing administrative support to Probation Officers and other department personnel.

Qualifications: High School Diploma or equivalent is required. Must be organized and detail oriented, self-starter who is able to work unsupervised, multi-tasker, and reliable. Preferred candidates will have experience in customer service and office/clerical work.

Position is hourly, non-exempt status. Hourly rate is up to \$21.23 depending on experience. Benefits include health, vision, dental, and life insurance, retirement plan, paid time off, and employee assistance plan.

For a full job description and wage/benefits information, interested candidates should email Jenny Landez, H. R. Director, at jlandez@lagrangecounty.org.

[Click here to easily apply online](#), scan the QR code, or go to the Human Resources tab on the County website: www.lagrangecounty.org



LaGrange County is an EOE.

