

**Whitley County Government
County Clerk's Office**

Position: Full-Time Administrative Assistant
Experience and/or related education necessary

Hours: Monday through Friday 8:00 a.m. to 4:30 a.m.

Salary: \$33,446.00/Annual

Incumbent serves as Administrative Assistant for the Clerk, responsible for communicating information about traffic violations, filing and processing court documents.

Job Duties:

- Receives and processes various receipts
- Balances daily cash with receipts and computer records
- Instructs problems/complaints for traffic violators, and provides instruction to violators on paying fines
- Assist other deputies in filing new court cases. Scanning all new cases filed by attorneys, prosecutor and the public. Assist customers with child support payments and child support printouts. Assist customers when applying for a marriage license
- Answers telephones and greets office visitors, providing information and assistance, taking messages, or transferring/directing to appropriate individual or department, and answering questions. Conducts criminal and civil searches as needed
- Performs a variety of clerical duties
- Assist deputies as needed

Job Requirements:

- Must possess high school diploma or GED
- Working knowledge of standard office policies and procedures
- Working knowledge of standard bookkeeping and accounting
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements
- Ability to competently service the public with diplomacy and respect, including occasional encounters with irate/hostile persons

- Ability to work alone with minimum supervision and work with others in a team environment.

Accepting resumes/applications through Wednesday, September 19, 2018

Please send resume and application to the address or e-mail listed below.

Debbie Beers, Clerk of the Circuit Court

wcclerk1@whitleygov.com

Whitley County Clerk's Office

101 W Van Buren St, Rm 10

Columbia City, IN 46725

Fax: (260)248-3137

Whitley County Government is an Equal Opportunity Employer