

WHITLEY COUNTY PROSECUTOR'S OFFICE
FULL-TIME
RECEPTIONIST

Incumbent will serve as Receptionist for the Prosecutor and Child Support Offices responsible for:

Job Duties:

- Answers telephone and greets office visitors, providing information and assistance, taking/distributing messages or transferring/directing to appropriate individual or department.
- Sorts and distributes mail to appropriate staff.
- Coordinates Infraction Deferral Program, including determining eligibility, executing agreements and filing documents.
- Manages Prosecutor's Bad Check Program, including processing notices of writers of bad checks, assessing potential criminal charges to be filed and preparing documents for filing.
- Maintains and prepares accounting records, including collecting fees/funds, and receiving, banking and remitting monies to victims.
- Oversees infraction cases set for trial, including preparing and sending subpoenas for witnesses, monitoring files and court proceedings and providing assistance to the Deputy Prosecutor.
- Prepares truancies for all Whitley County schools including preparing notification paperwork, court filing, scheduling hearing and filing documentation.
- Assists in preparing criminal charges for the Superior Court and enters criminal orders into the computer system.
- Perform related duties as assigned.

Job requirements:

- High school diploma or GED
- Excellent oral and written communication skills
- Ability to perform calculations and make arithmetic additions and subtractions
- Ability to work alone and with others in a team environment, often under time pressure
- Ability to work on several tasks at the same time and complete assignments effectively
- Ability to competently service the public with diplomacy and respect
- Ability to maintain confidentiality of department information and records according to state requirements.

Send resumes or applications to the address or email below by Friday, July 19, 2019.

D.J. Sigler, Jr.
Whitley County Prosecutor's Office
101 W. Van Buren St.
Columbia City IN 46725

Email: jenni@whitcopros.org

WHITLEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER