



## WHITLEY COUNTY GOVERNMENT

**POSITION:** Full-time Administrative Assistant/Traffic Deputy  
**DEPARTMENT:** Clerk  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)  
**2020 BASE PAY:** COMOT III - \$38,927.00  
**EDUCATION REQUIRED:** High School Diploma or GED

Incumbent serves as Administrative Assistant/Traffic Deputy for the Whitley County Clerk's Department, responsible for processing traffic tickets, communicating with Bureau of Motor Vehicles, and assisting the public.

For a complete list of Job Duties and Requirements, please see the **Complete Job Description** that can be found here: [https://www.whitleygov.com/egov/documents/1605713061\\_38013.pdf](https://www.whitleygov.com/egov/documents/1605713061_38013.pdf)

All applicants are required to complete a Whitley County Employment Application that can be found here: [https://www.whitleygov.com/egov/documents/1584706605\\_47406.pdf](https://www.whitleygov.com/egov/documents/1584706605_47406.pdf)

**Applications/resumes will be accepted until 4:30 p.m. Friday, December 4, 2020.**

**Please send applications/resumes to:**

**Cindy Doolittle, Clerk of the Courts**

[wcclerk@whitleygov.com](mailto:wcclerk@whitleygov.com)

**101 W. Van Buren Street, Room 10,**

**Columbia City, IN 46725**

**Fax: (260) 248-3137**

*Whitley County Government is an Equal Opportunity Employer and does not discriminate upon the basis of race, age, gender, religion, national origin, disability or any other characteristic protected by law. Whitley County will provide reasonable accommodations to qualified individuals with a disability.*