

Position Opening

Position: Full Time Administrative Assistant
Department: Dearborn County Court Services

\$41,255 Annual Salary

Overview:

The Administrative Assistant will provide essential secretarial and administrative support to the Dearborn County Court Services Staff. This role is critical in ensuring efficient operations and maintaining effective communication within the department and with other county offices.

Key Responsibilities:

- Answer incoming calls, schedule appointments, and direct callers to the appropriate personnel or departments.
- Facilitate the check-in process for probationers attending appointments, notifying Probation Officers of their arrivals.
- Assist clients with money order deposits for outstanding fees.
- Update probationer information in the case management system, including new case entries.
- Prepare court documents and reports, ensuring all files are maintained accurately and systematically organized.
- Support Probation Officers in the closure of cases, including docketing orders/modifications in the supervision system.
- Obtain necessary signatures through the prosecutor's office and courts.
- File warrants/subpoenas for violations as needed.
- Coordinate requests for affidavits from the drug screening company.
- Manage the tracking of newly sentenced/released defendants.
- Other duties/responsibilities as assigned.

Requirements:

High school diploma or GED.

Ability to pass a medical exam and a drug test.

Working knowledge of computer software applications.

Ability to maintain confidentiality of Department information and records.

Ability to communicate with people and work in a team environment.

Ability to multitask while meeting deadlines.

For additional questions regarding the position contact Steve Kelly at 812-532-3255

Applications (found on the Dearborn County Human Resource webpage) or Resumes accepted through **03/28/2025** via email to skelly@dearborncounty.in.gov or dropped off at 215 West Williams St. Lawrenceburg, IN 47025.