JOB POSTING

Position Opening:	Part Time Secretary/Receptionist
Department:	Madison County Unified Courts Adult Probation
Job Category:	COMOT (Computer Office Machine Operation Technician
Pay Rate:	To Be Determined
Work Schedule:	Monday – Friday 8:30 a.m. to 2:00 p.m. (or as needed)
FSLA Status:	Non-Exempt
Status:	Part Time

Major Duties

- Archive probation files and paperwork accurately and efficiently;
- Greet clients and office visitors in a professional and courteous manner;
- Collect fees by cash, cashier's check, money order or credit card;
- Answer telephones and direct caller to appropriate personnel;
- Assist in general office duties as required.

Job Requirements

- Ability to be bonded;
- Working knowledge of keyboard functions including typing proficiency;
- Ability to quickly learn and efficiently utilize departmental computer applications;
- Ability to perform in high pressure work environment;
- Strong written and verbal communication skills;
- Ability to lift a minimum of twenty pounds;
- **This is a part-time position (approximately twenty (20) hours per week).**

Applications for the position are available in Human Resources or at:
http://www.madisoncounty.in.gov/HR_Application.pdf

Interested persons should submit a cover letter and resume, with a minimum of three (3) professional references, no later than May 20, 2016, to:

Madison County Unified Courts Adult Probation Department
16 East 9th Street, Suite 300
Anderson, IN 46016
ATTN: Barbie Humerickhouse, Office Manager

DEADLINE FOR SUBMISSION: May 20, 2016

Madison County Government is an Equal Opportunity Employer