

Job Opening, part-time

The Cass County Adult Probation Department is hoping to fill a part-time secretarial position.

HOURS:

The position would be limited to twenty-eight hours per week during the department's regular business hours, (M-F, 8a-4p). Additional hours to full-days, occasionally needed to cover for vacation and sick time.

RESPONSIBILITIES:

- Digital scanning of documents,
- Answering telephone,
- Scheduling appointments,
- Collecting fees, basic ledger entries,
- Filing documents at Clerk and Court Offices,
- Other tasks, as needed

HELPFUL SKILLS

- Familiarity with computer databases and word processing programs,
- Ability to deal with multiple, unrelated tasks,

EXPECTATIONS

- Applicants should be at least twenty-one years of age at the time employment would begin,
- Applicants should possess a high school diploma or GED
- Employee will be expected to keep all records and information confidential
- Employee will be expected and assisted to become certified as a Notary Public

TRAINING

Training in regards to specific equipment, programs, legal terminology and procedures will be provided.

All applicants will be required to follow the pre-employment screening procedures for Cass County Government Employees, including background check and drug screening.

Interested parties may pick up application forms at the Probation Department, 520 High Street, Logansport during regular business hours.