

**NOTICE OF JOB OPENING**

Department:	MONROE CIRCUIT COURT PROBATION DEPARTMENT
Position Title:	LEGAL SECRETARY - Receptionist
Position Summary:	<ul style="list-style-type: none"> • Serves as legal secretary for Probation Department, performing general clerical duties as assigned. • Serves as Receptionist, answering and routing switchboard calls and greeting office visitors. • Covers other support staff duties as needed. • Copies and scans documents. • Files documents with the Court. • Performs data entry in departmental databases. • Must be cross-trained and have skills to perform duties of other departmental legal secretaries for coverage.
Qualifications:	<ul style="list-style-type: none"> • High School Diploma or equivalent required. Some college preferred. • Computer experience required (Excel, Microsoft Word, Access, Microsoft Office Suite). Working knowledge of (or willingness to learn) other computer programs. • Ability to effectively communicate with the public. • Ability to organize several duties and meet deadlines with minimal supervision. • Exceptional organizational skills required.
Salary:	<p>2018 Salary: Based on full time 35 hour work week</p> <p>Entry \$31,013 (\$17.04/hour)</p> <p>After 1 year Monroe County Government experience \$32,525 (\$17.87/hour).</p> <p>After 3 years Monroe County Government experience \$34,036 (\$18.70/hour).</p> <p>After 8 years Monroe County Government experience \$34,792 (\$19.12/hour)</p> <p>After 14 years Monroe County Government experience \$35,548 (\$19.53/hour)</p> <p>Full time position with Monroe County Government fringe benefits.</p>
Application Deadline:	Position open until filled. POSTED November 20, 2018.
Submit Resume, Cover Letter and Min. 6 References to:	<p>Linda Brady, Chief Probation Officer Monroe Circuit Court Probation Department 214 West 7th Street, Suite 200 Bloomington, Indiana 47404</p>

Probation Department Hours: Monday through Thursday 8:00 a.m. to 5:00 p.m.
Friday 8:00 a.m. to 4:00 p.m. Closed holidays.

Community Corrections Hours: Monday through Thursday 7:00 a.m. to 7:00 p.m.
Friday 7:00 a.m. to 4:00 p.m. Closed holidays.

Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462