

**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>2019 Salary: Based on full time 35 hour work week</p> <table> <tr> <td>Entry (no Monroe County Government work experience)</td> <td>\$31,540 (\$17.33/hour)</td> </tr> <tr> <td>After 1 year Monroe County Government experience</td> <td>\$33,077 (\$18.17/hour)</td> </tr> <tr> <td>After 3 years Monroe County Government experience</td> <td>\$34,615 (\$19.02/hour)</td> </tr> <tr> <td>After 8 years Monroe County Government experience</td> <td>\$35,383 (\$19.44/hour)</td> </tr> <tr> <td>After 14 years Monroe County Government experience</td> <td>\$36,152 (\$19.86/hour)</td> </tr> </table> <p>Full time position with Monroe County Government fringe benefits.</p>	Entry (no Monroe County Government work experience)	\$31,540 (\$17.33/hour)	After 1 year Monroe County Government experience	\$33,077 (\$18.17/hour)	After 3 years Monroe County Government experience	\$34,615 (\$19.02/hour)	After 8 years Monroe County Government experience	\$35,383 (\$19.44/hour)	After 14 years Monroe County Government experience	\$36,152 (\$19.86/hour)
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Application Deadline:	Position open until filled. POSTED March 8, 2019.										
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