JOB VACANCY

The Warren Circuit Court is accepting resumés for the position of Probation Secretary, with a start date on or about April 1, 2020. This is a full-time position with an annual salary $33,747. Benefits include: health, dental, and vision insurance offered; retirement plan available; paid holidays, vacation, and other leave time; paid training; and longevity bonuses. The position involves providing support primarily to the Court’s Probation Officers and at times the Circuit Court, performing data entry, cash handling, appointment scheduling and time management, filing, typing, customer service and typical reception duties, report preparation and financial record keeping, light accounting, and other duties that meet the needs of the Department. Applicants must possess a valid driver’s license; a high school diploma; pass a background investigation; random drug screen; demonstrate superior oral and written communication skills; be proficient with Microsoft Word, Excel and Outlook; and have a strong and reliable work history. College education or previous office experience is helpful, but not a prerequisite. Applicants must possess the ability to self-motivate with minimal supervision; enjoy working in an office environment; display strong interpersonal skills; and, feel comfortable working within the criminal justice system and a professional court environment.

The Warren Circuit Court is an Equal Opportunity Employer and Drug Free Workplace. Applicants should submit a cover letter and resumé to: Warren Circuit Court Judge, 125 N. Monroe Street, Suite 6, Williamsport, Indiana 47993 or court@warrencounty.in.gov. Questions may be directed to Stacy Miley at (765) 762-3640.