

**DeKalb County  
Government Probation  
Department Available  
Employment**

Date: 10/31/2023

Posting Expires: 11/29/2023

Job Title: Probation Officer Assistant

Location: Probation, 215 E. 9<sup>th</sup> Street Ste. 200, Auburn, Indiana 46706

Hours: Full time 8:30 a.m. to 4:30 p.m. Monday through Friday with lunch from noon to 1 p.m. Must be flexible to meet the needs of the department.

**Job Description:**

**Clerical:** Typing dictation, letters, envelopes in Word  
Data Entry into Excel and Odyssey  
Scheduling appointments, Outlook  
Manage Incoming and Outgoing mail  
Courthouse filings, County government mail, postal meter  
Making copies and managing filing  
Maintain department calendars  
Create new files and manage file movement/assignment  
Assist Probation Officers with other duties assigned

**Reception:** Answer phones  
Greet and direct clients to correct officer

**Other:** Assists officers with oral and urine screening procedures

**Skills:** Knowledge of computer programs such as Microsoft Word, Publisher, Office and Excel.  
Knowledge of office machines, such as faxing, phones, copier, scanning etc.  
Typing skills, including accuracy and speed, proofreading.  
Professional and courteous toward staff and clientele.

*Duties described above are not exclusive to this position and are shared amongst others as this position is part of a support staff of three. Other duties may be assigned as determined by ability and efficiency. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, or veteran status.*

Hourly wages are up to \$22.20 depending on experience.

Please send cover letter and resume to DeKalb County Probation by fax, email, mail to the attention of Michael Lapham, Chief Probation Officer no later than 11/29/2023.

Fax: 260-925-5942

Email: [mlapham@co.dekalb.in.us](mailto:mlapham@co.dekalb.in.us)

Address: 215 East 9<sup>th</sup> Street, Suite 200, Auburn, IN 46706