

The Henry County Probation Department is seeking applicants for the position of Juvenile Secretary/Receptionist. Those interested parties should submit a resume and references to Chief Probation Officer Susan Lightfoot via email at slightfoot@henryco.net or by mail at Henry County Probation, 1215 Race Street, Suite # 160, New Castle, IN, 47362 **prior to Friday, October 18, 2019.**

Juvenile Secretary/Receptionist Position Information
10/7/2019

1. DUTIES (In Part): Answering phone, setting appointments, taking money on fees and receipting, accounting, compiling state reports, typing, transcribing, filing, copying, setting up new files and organizing current ones, tracking Court hearings and other scheduling duties, works closely with the Courts, other county agencies and attorneys. Must have word processing experience and be familiar with WORD. (This is just a summary of the duties of the position.)
2. HOURS: 8:00a.m.-4:00p.m. Monday-Friday, 1 hour for lunch, one late Thursday per month until 7:00p.m. (35 hour week) There may be times when you have to work over to complete something-comp time given, no overtime.
3. BENEFITS: County Benefits per County Policy including vacation, holidays and insurance.
4. SALARY: \$33,364.00 (2019) per year.
5. DRESS CODE: No jeans, professional attire.
6. OFFICE ATMOSPHERE: Professional, closely knit, team approach, positive attitude a must, high stress environment, must have ability to multitask and be flexible to change and innovative ideas and processes! Must have patience, and desire to work with youth, families and the public in general!!