

Full-Time Probation Administrative Assistant

The Howard County Community Supervision Department has an opening for the position of Administrative Assistant. All applicants shall meet the following Minimum Qualifications:

1. At least eighteen (18) years of age.
2. Possess a high school Diploma
3. Proficient in Microsoft Office – Word, Excel, Power-Point and Publisher
4. Experience in financial management
5. Manage multiple tasks while maintaining high quality of work
6. Effective planning and prioritization skills necessary
7. Strong organization skills and detail oriented
8. Strong verbal communication
9. Ability to work in a fast paced environment
10. Ability to maintain confidentiality
11. Possess good time management and have the ability to meet deadlines
12. Ability to work as a team as well as independently
13. Successful candidate may be assigned to work intake during the hours of 8:00am to 4:00pm, Monday through Friday.

Candidates should have a basic understanding of Court functions. Other important job skills may include: Ability to interact professionally with co-workers and clients, ability to gather and evaluate information, ability to move and/or transfer items throughout the office generally weighing 0-50 lbs.

Cover letters and resumes should be submitted by February 26, 2019 to the Howard County Community Supervision Department, ATTN: Dustin DeLong, 120 E. Mulberry, Room 100, Kokomo, IN 46901 or email to Dustin.Delong@howardcountyin.gov.

Howard County is an Equal Opportunity Employer