

Job Posting**Administrative Assistant – Vincennes, Indiana****Full Time****Posted: 02/01/2023**

The Knox County Probation Department is seeking applicants to fill the position of Administrative Assistant. This is a full-time, support staff position in a team environment. The person hired will be required to work directly with staff, and the public, in person, by telephone and by email. Applicants must possess communication and organizational skills, be able to multitask and display strong attention to detail. Applicants must also be able to work under pressure and adapt to changes within the work environment. Applicants must be at least 21 years of age and possess a high school diploma or GED. Office administrator or clerical classes preferred. At least two years' experience in administrative position also preferred.

Job Description:

- Greet the public and answer the telephone, requiring excellent communication skills and telephone etiquette.
- Filing and maintenance of files.
- Schedule appointments and data entry.
- Have strong knowledge of Outlook, Excel, and Word applications and other computer skills.
- Be able to work with outside agencies and maintain confidentiality.
- Enter charges, collect monies, maintain cash drawer, and have general banking abilities.
- Comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace and personal conduct.

How to Apply:

Applications will be accepted until the position is filled. The selected candidate may be required to submit to a criminal history background check and submit an Application of Employment to Knox County Government. Please submit resume by email to jrr@knoxcounty.in.gov or mail to James Rees, Chief Probation Officer, Knox County Probation Department, 147 N. 8th Street, Vincennes, IN, 47591.