



HOWARD COUNTY GOVERNMENT
Job Posting

Complete an application online at
<https://www.in.gov/counties/howard/home/careers/>

Howard County Government is an Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

POSITION: Administrative Assistant
DEPARTMENT: Juvenile Probation
WORK SCHEDULE: M-F, 35 hrs

STATUS: Full Time
FSLA STATUS: Non-Exempt
SALARY: \$44,121

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Coordinates all activity between clients, officers, community partners, parents, and courts as needed. Fulfills support through any clerical work and minor administrative detail.

GENERAL DUTIES:

Answer and direct all incoming phone calls, greet and address visitor's, address parents, fulfill paperwork for new juvenile clients, daily collections and deposits, maintain fee letters and manage fee review hearings, order and maintain office supplies, create business accounts for vendors, prepare claims from invoices for payment by the Auditor's office, track payment of claims, maintain digital records, general filing, and any projects to complete as requested from supervisor(s)

SKILLS:

Computer skills, ability to interpret instructions with written, oral, diagram, or schedule form, ability to read and comprehend simple instruction, short correspondence, and memos, ability to effectively present information in one on one and small group situations to customer, clients, community partners, and other employees of the County, ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals, and ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

EDUCATION & EXPERIENCE:

High School diploma or general education degree (GED); one to three months related experience and/or training; or equivalent combination of education and experience.

PERSONAL WORK RELATIONSHIPS:

Strong communication skills, both verbally and in writing, with social etiquette and professional required.

To apply for this position, please complete a Howard County Employment application located online at <https://www.in.gov/counties/howard/home/careers/>

and send application and resume to:

Connie Burton at connie.burton@howardcountyin.gov

Applications must be received on or before November 24, 2025