

Parke County Units of Government is accepting resumes and/or applications for a full time Administrative Assistant at the Parke County Highway Department. Applicant must be motivated and have strong organizational skills. Applicants should have some knowledge of double entry accounting, budgets, payroll, accounts receivables and accounts payables. Computer experience in Microsoft Excel and Word are required. Copies of the job description and applications may be obtained from the Auditor's Office. Resumes and/or applications will be accepted until 4:00 pm on Friday, March 13th, 2026. **No phone calls please.** Please submit application and resume to the Auditor's Office.

Posted February 19th, 2026.