



EST 1821  
**SHELBY  
COUNTY**  
FOUR CORNERS  
ONE COUNTY

Shelby County Government  
25 West Polk Street  
Shelbyville, Indiana 46176  
Human Resources

[www.co.shelby.in.us](http://www.co.shelby.in.us)

## VACANCY

\*Interested applicants must **submit a resume via email to:**  
Donna Cook/Human Resources at  
[dcook@co.shelby.in.us](mailto:dcook@co.shelby.in.us)

**DATE:** May 27, 2026

**POSITION:** Part-time Clerical Assistant

**LOCATION:** Shelby County Public Defender's Office – 19 W. Hendricks St.

**NUMBER OF HOURS:** 10-15 hours weekly

**DUTIES:** See position description below

**REQUIREMENTS:** See position description below

**PAY RATE:** \$18.00 hourly

**BENEFITS:** Not Applicable

**POSITION BEGINS:** To be determined – June.

**APPLICATION DEADLINE:** Open until filled

*'All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of interview.' Equal Opportunity Employer.*

**POSITION DESCRIPTION IS ON NEXT PAGE**

**POSITION DESCRIPTION  
COUNTY OF SHELBY, INDIANA**

**POSITION:** Clerical Assistant  
**DEPARTMENT:** Public Defender's Office  
**WORK SCHEDULE:** As assigned/Dayshift

**STATUS:** Part-time M-W-F 10-15 hours weekly  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Clerical Assistant for the Shelby County Public Defender's office and is responsible for performing various support/clerical functions for the department.

**ESSENTIAL DUTIES:**

Performs various clerical functions as assigned or needed, including filing court documents, correspondence, preparing subpoenas, opening and distributing mail. Obtains information from new clients and opens case file.

Assists paralegal when necessary, maintaining accurate account of case assignments and proficiency. Schedules depositions and prepares cases for trial and/or appeals.

Answers telephone and greets office visitors, explaining policies and procedures, taking messages and/or directing to appropriate individual or department.

Performs related and/or other duties as assigned.

**I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED. Prefer previous work in the legal and/or administrative field.

Working knowledge of department and standard office policies and procedures, county court system, and related legal terminology and requirements, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare required reports and documents.

Working knowledge of standard bookkeeping principles and ability to make arithmetic calculations, maintain accurate records, and reconcile fund accounts.

Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, calculator, telephone, typewriter, fax machine, transcriber, copier, email, and vehicle.

Ability to provide public access while maintaining confidentiality of department information/records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other county departments, attorneys, law enforcement agencies, State Public Defender Commission, defendants and their families, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to work alone and with others in a team environment with minimum supervision, often under time pressure.

Ability to plan own work assignments and assign cases to other co-workers.

Ability to work rapidly for long periods, learn quickly, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally travel out of town to obtain records from other counties.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to well-established department policies and procedures and legal requirements, with work priorities determined primarily by seasonal deadlines, court appointments and/or service needs of the public. Incumbent receives indirect or occasional supervision with work periodically reviewed in progress for technical accuracy and compliance with legal requirements and departmental policies. Work is periodically reviewed for technical accuracy and adherence to instructions/guidelines. Errors in incumbent's work are usually prevented and detected through supervisory review. Undetected errors may result in loss of time for correction, loss of money and/or inconvenience to other departments, agencies or the public.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other county departments, attorneys, law enforcement agencies, State Public Defender Commission, defendants and their families, and the public for the purpose of exchanging information.

Incumbent reports directly to Chief Public Defender or designee.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment involving sitting for long periods, sitting and walking at will, lifting/carrying objects weighing less than 25 pounds, close vision, hearing communication, speaking clearly, bending at waist, handling/grasping objects, and driving.

*The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.*