



## NOTICE OF JOB OPENING

<b>Department:</b>	<b>MONROE CIRCUIT COURT PROBATION DEPARTMENT</b>														
<b>Position Title:</b>	<b>LEGAL SECRETARY – RECEPTIONIST</b>														
<b>Position Summary:</b>	<p>Full time position. Work week is 35 hours. Monday – Friday. Work culture supports work/life balance.</p> <p><b><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></b></p> <ul style="list-style-type: none"> <li>• Serves as receptionist/legal secretary for Probation Department.</li> <li>• Answers and routes calls from switchboard and greets office visitors.</li> <li>• Copies and scans documents.</li> <li>• Files documents with the Court.</li> <li>• Performs data entry in departmental databases.</li> <li>• Covers other support staff duties as needed. Must be cross-trained and have skills to perform duties of other departmental legal secretaries for coverage.</li> </ul>														
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• High School Diploma or equivalent required. Some college preferred.</li> <li>• Knowledge of standard office practice and procedures required.</li> <li>• Computer experience required (Excel, Microsoft Word, Access, Microsoft Office Suite). Working knowledge of (or willingness to learn) other computer programs.</li> <li>• Ability to effectively communicate with the public.</li> <li>• Ability to organize several duties and meet deadlines with minimal supervision.</li> <li>• Exceptional organizational skills required.</li> <li>• Must believe that people are capable of positive behavior change.</li> <li>• Ability to work well in team environment.</li> <li>• Must submit to criminal records check. If chosen as a finalist for this position, must submit to pre-employment drug test.</li> </ul>														
<b>Salary:</b>	<p><b>2023 Salary: Based on full time 35 hour work week. (COMOT C)</b></p> <table> <tr> <td>Entry (no Monroe County Government work experience)</td> <td>\$37,529 (\$20.62/hour)</td> </tr> <tr> <td>After 1 year Monroe County Government experience</td> <td>\$39,622 (\$21.77/hour)</td> </tr> <tr> <td>After 3 years Monroe County Government experience</td> <td>\$41,697 (\$22.91/hour)</td> </tr> <tr> <td>After 8 years Monroe County Government experience</td> <td>\$43,371 (\$23.83/hour)</td> </tr> <tr> <td>After 14 years Monroe County Government experience</td> <td>\$45,027 (\$24.74/hour)</td> </tr> <tr> <td>After 20 years Monroe County Government experience</td> <td>\$46,283 (\$25.43/hour)</td> </tr> <tr> <td>After 25 years Monroe County Government experience</td> <td>\$47,539 (\$26.12/hour)</td> </tr> </table> <p><b>Full time position with Monroe County Government fringe benefits.</b></p> <ul style="list-style-type: none"> <li>➤ Up to \$1,500 retention bonus if start employment on/before January 2, 2023 and still employed on September 30, 2023.</li> <li>➤ County Longevity pay (starts @ \$200 up to \$2,900) based on years of County employment.</li> <li>➤ County pays employee 3% PERF contribution.</li> <li>➤ County-operated health clinic for employees and dependents enrolled in County health plan. Office visits and some medications at no cost to employees.</li> <li>➤ \$150 incentive for annual physical.</li> </ul>	Entry (no Monroe County Government work experience)	\$37,529 (\$20.62/hour)	After 1 year Monroe County Government experience	\$39,622 (\$21.77/hour)	After 3 years Monroe County Government experience	\$41,697 (\$22.91/hour)	After 8 years Monroe County Government experience	\$43,371 (\$23.83/hour)	After 14 years Monroe County Government experience	\$45,027 (\$24.74/hour)	After 20 years Monroe County Government experience	\$46,283 (\$25.43/hour)	After 25 years Monroe County Government experience	\$47,539 (\$26.12/hour)
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<b>Posted:</b>	Position open until filled. POSTED October 18, 2022.														
<b>Submit Resume, Cover Letter and Min. 6 References to:</b>	<p><b>Linda Brady, Chief Probation Officer</b>  <b>Monroe Circuit Court Probation Department</b>  <b>214 West 7<sup>th</sup> Street, Suite 200</b>  <b>Bloomington, Indiana 47404</b>  <a href="mailto:probation@co.monroe.in.us">probation@co.monroe.in.us</a></p>														