



NOTICE OF JOB OPENING

Department:	MONROE CIRCUIT COURT PROBATION DEPARTMENT														
Position Title:	LEGAL SECRETARY – RECEPTIONIST														
Position Summary:	<p>Full time position. Work week is 35 hours. Monday – Friday. Work culture supports work/life balance.</p> <p><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> • Serves as receptionist/legal secretary for Probation Department. • Answers and routes calls from switchboard and greets office visitors. • Copies and scans documents. • Files documents with the Court. • Performs data entry in departmental databases. • Covers other support staff duties as needed. Must be cross-trained and have skills to perform duties of other departmental legal secretaries for coverage. 														
Qualifications:	<ul style="list-style-type: none"> • High School Diploma or equivalent required. Some college preferred. • Knowledge of standard office practice and procedures required. • Computer experience required (Excel, Microsoft Word, Access, Microsoft Office Suite). Working knowledge of (or willingness to learn) other computer programs. • Ability to effectively communicate with the public. • Ability to organize several duties and meet deadlines with minimal supervision. • Exceptional organizational skills required. • Must believe that people are capable of positive behavior change. • Ability to work well in team environment. • Must submit to criminal records check. If chosen as a finalist for this position, must submit to pre-employment drug test. 														
Salary:	<p>2023 Salary: Based on full time 35 hour work week. (COMOT C)</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>Full time position with Monroe County Government fringe benefits.</p> <ul style="list-style-type: none"> ➤ Up to \$1,000 retention bonus if start employment on/before April 1, 2023 and still employed on September 30, 2023. ➤ County Longevity pay (starts @ \$200 up to \$2,900) based on years of County employment. ➤ County pays employee 3% PERF contribution. ➤ County-operated health clinic for employees and dependents enrolled in County health plan. Office visits and some medications at no cost to employees. ➤ \$150 incentive for annual physical. 	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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Posted:	Position open until filled. POSTED March 3, 2023.														
Submit Resume, Cover Letter and Min. 6 References to:	<p>Linda Brady, Chief Probation Officer Monroe Circuit Court Probation Department 214 West 7th Street, Suite 200 Bloomington, Indiana 47404 probation@co.monroe.in.us</p>														