



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	Clerk
Position Title:	Cashier Clerk
Position Summary:	Incumbent serves as a Cashier Clerk for the Monroe County Clerk's Office, responsible for maintaining accurate financial records and completing a variety of file preparation, data entry, and public service duties to ensure proper processing and collection of case filing fees, certification fees, child support, copy fees, court fees, disbursements, garnishments, judgments, and restitution.
Qualifications:	High school diploma with courses in computer/ information technologies and business administration or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for the job, is preferred. Thorough knowledge of standard bookkeeping and receipting procedures.
Salary:	Starting annual salary \$34,544. plus full benefits
Deadline for Application:	April 26, 2023
Submit Resume and References to:	Nicole Browne, via email to nbrowne@co.monroe.in.us Subject line Cashier Clerk Application

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**