

Department Clerk II (Probation):

Seeking a responsible person for a full-time clerical position. Job duties include but are not limited to answering phones, preparing and filing documents, data entry, maintaining office supplies and creating new client files.

Computer, communication and organizational skills are necessary along with the ability to interact aptly with the public and be able to pay close attention to detail. Medical, vision, holidays, and retirement plan are part of the package. Submit cover letter, resume and references to probation@indianacountypa.gov. The deadline is September 15, 2025. EOE

The pay rate is \$13.00 per hour. 35 hour workweek.