

Department Clerk II (Prothonotary and Clerk of Courts):

Seeking a responsible person for a full-time clerical position. Experience and/or education in any of the following areas is desired: Paralegal experience, criminology education, work experience in an attorney office, work experience in a court related governmental office, related legal education and/or experience.

Computer skills and attention to detail are necessary along with the ability to interact aptly with the public. Medical, vision, holidays, retirement plan are part of the package.

The hourly rate of pay is \$14.00.

The workweek is 37.5 hours.

Interested candidates should submit an application or resume to the Commissioners' Office.

County of Indiana
Attn: Melissa Miller
825 Philadelphia Street
Indiana, PA 15701