

**DEPUTY ADMINISTRATOR
JOB DESCRIPTION AND HIRING PROCESS**

The Decatur County Prosecutor's Office seeks candidates for the position of Deputy Administrator. This position will be a full-time county employee, has received approval for a salary of \$30,130 with benefits, and responds directly to the elected and chief deputy prosecutor.

Responsibilities will include reception of guests and telephone calls, data entry, database management, use of Microsoft Office to draft office documents, calendar management, office supply procurement, facilitating communication among the office and between our office and other criminal justice stakeholders, tasks necessary to the fulfillment of these responsibilities, and other duties as assigned. The successful candidate will continue in service at the discretion of the elected prosecutor.

Candidates should submit resumes and cover letters by Friday, June 1, 2018 to:

Nathan W. Harter IV
Decatur County Prosecutor
150 Courthouse Square; Suite 229
Greensburg, IN 47240
or electronically to prosecutor@decaturcounty.in.gov

Finalists will be invited to interview with a panel of office employees on Friday, June 8, 2018. Candidates should block that day off now to ensure availability. All candidates will be notified of the outcome of their candidacy. The successful candidate should plan for a start date on or around July 2, 2018.