

POSITION DESCRIPTION: COUNTY OF DECATUR, INDIANA

POSITION: Administrative Assistant
DEPARTMENT: Court Services
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: November 2023

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

HOURLY PAY: Based on experience, \$21.00 - \$23.46

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Decatur County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Administrative Assistant for the Decatur County Court Services, responsible for providing administrative support and assisting the public.

DUTIES:

Performs various clerical duties, including, but not limited to, performing intake of clients, completing client paperwork, preparing, editing, and submitting documents such as reports and correspondence, filing and maintaining documents, distributing court notices to Officers, opening and closing files and updating case management systems, preparing, sorting, preparing e-filing documents, and distributing correspondence, such emails, mail, and faxes.

Answers telephone and greets office visitors, including providing information and assistance, responding to inquiries, directing callers to appropriate individuals or departments, checking-in appointments, and scheduling appointments.

Performs financial duties, including processing claims, maintaining ledger, collecting and disbursing money, reconciling balances, turning in vouchers for payment and gathering data and documents and entering data into correct data base.

Assists with various payroll duties, such as collecting timesheets, and assisting the payroll staff.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Ability to meet all hiring and retention requirements, including passage of a drug test and background check.

Working knowledge of standard office procedures and basic computer skills, including word processing, spreadsheet, email, internet, and Department-specific software applications with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of basic filing systems with ability to organize, create and maintain accurate and complete Department files.

Working knowledge of basic bookkeeping practices, with ability to maintain accurate and complete records.

Ability to properly operate standard office and department equipment, including computer, typewriter, calculator, fax machine, printer, postage meter, switchboard, and telephone.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Sheriff, Courthouse Officers, Police Department, counseling agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, often under time pressure, and work rapidly for long periods.

Ability to count, compute and perform basic arithmetic operations.

Ability to compile, collate, and classify data.

Ability to apply knowledge of people and locations.

Possession of a valid driver's license with demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties with work schedule and priorities determined by a supervisor and the service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretation. Errors are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in loss of time to correct errors.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Sheriff, Courthouse Officers, Police Department, counseling agencies, and the public for the purpose of exchanging information and rendering service.

Incumbent reports directly to Director of Court Services.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, bending, reaching, lifting/carrying/ pushing/pulling objects weighing less than 25 pounds, handling/grasping/fingering objects, keyboarding, driving, depth perception, close/far vision, hearing sounds/communication, and speaking clearly.

Decatur County is an Equal Employment Opportunity Employer

Interested applicants should complete online application and submit to hr@decaturcounty.in.gov.

Posted: 3/6/2026

Removed: 3/20/2026