

DeKalb County Sheriff's Office currently has an Administrative Assistant position available immediately. This is a Full-Time position.

Duties include (but are not limited to): answering and directing phone communications; maintain Sheriff's work calendar/schedules meetings; reception desk duties; collects fees and issues receipts; fingerprints for gun permits/background checks/etc.; maintain department employment applications; data entry of traffic citations/warnings; sort/delivery of departmental mail and more.

Must be an effective and efficient communicator (possess proper English usage including grammar, spelling and punctuation) with fellow staffers/citizens/agencies/other stakeholders; have ability to multi-task in a high-stress environment. Demonstrate excellent interpersonal skills. Must be able to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Must be at least 18 years of age with High School Diploma or GED; have working knowledge of legal/law enforcement terms and proficiency in use of clerical equipment and program standards – phone system, Microsoft Office, etc. Position subject to proficiency evaluations, drug screening and criminal background check.

Normal working hours are 8 AM to 4 PM, Monday through Friday, with an hour lunch. Must be flexible to meet the needs of the department.

What can you expect when you work for DeKalb County Government?

- Competitive pay
- Benefit package – medical, dental, vision and disability/life insurance
- Retirement Plans
- Generous Holidays and Paid Time Off Schedules
- Direct deposit

Interested applicants should e-mail a request for an application packet from [tslone@co.dekalb.in.us](mailto:tslone@co.dekalb.in.us). All Packets should be completed and returned **no later** than 11/25/2024 at 4 PM.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.