

DeKalb County Government currently has an opportunity available immediately in the Recorder's Office. This part-time position (maximum 28 hours per week) is responsible for recording, indexing and preserving official documents and assisting the public. Partial duties are receiving/refunding fees, preparing documents for mailing, answering telephone, receiving office visitors, responding to inquiries, proofreading for accuracy and compliance with legal requirements. LOTS of data entry – accuracy is necessary. Must be an effective and efficient communicator with internal and external customers. Will adhere to all Policies and Procedures of DeKalb County Government and State Board of Accounts. Serve in other duties and assignments as requested/required by the DeKalb County Recorder.

Must have high school diploma or equivalent and meet minimum keyboarding qualifications as required.

Hourly wage is based upon years of experience and budget – between \$21.00-\$23.00. Normal office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday. For training purposes, you will work some mornings so you can learn what goes on at the beginning of the day and some afternoons to learn what goes on at the end of a day. Flexibility is key.

Interested applicants should apply by e-mailing your cover letter and resume to [careers@co.dekalb.in.us](mailto:careers@co.dekalb.in.us) by 4 p.m. February 14<sup>th</sup>, 2025.

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.