

JOB OPENING

LAGRANGE COUNTY CLERK'S OFFICE

Deputy Clerk

Incumbent serves as Deputy Clerk for the LaGrange County Clerk's Office, responsible for completing a variety of file preparation, data entry, and public service duties to ensure proper filing of cases and efficient operation of the Clerk's Office.

Required Qualifications

- High school diploma or GED
- MUST live in LaGrange Co.
- At least 18 years old
- Pass all hiring requirements including drug screening and criminal history check
- Successful office experience
- Be organized & detail oriented

Wage & Benefits Information

- Up to \$22.58 per hour depending on experience
- Paid time off, including paid parental leave for birth/adoption of baby
- Paid holidays
- Health, life, vision, and dental insurance
- Annual longevity bonus pay at end of year
- Employee Assistant Program
- State Pension Plan (PERF)

Days and Hours

- 7 hours per day M-F (35 hr. per week)
- Ability to flex schedule to 4-day work week

For a full job description, interested candidates should email Jenny Landez, H. R. Director, at jlandez@lagrangepcounty.in.gov.



[Click here to easily apply online](#), scan the QR code, or go to the Human Resources tab on the County website: www.lagrangepcounty.org

LaGrange Co. is an EOE.

