

JOB OPENING

LAGRANGE COUNTY PROSECUTOR'S OFFICE

File Clerk

LaGrange County is accepting applications for a File Clerk for the Prosecutor's Office. Incumbent is responsible for ensuring proper preparation, establishment, and enforcement of child support orders and providing clerical support to Department personnel along with being responsible for providing administrative assistance to Prosecutor, Chief Deputy and Deputy Prosecuting Attorneys.

Required Qualifications

- High school diploma or GED
- At least 18 years old
- Pass hiring requirements including drug screening and criminal history check
- Demonstration of successful office experience
- Basic understanding of legal terms, the Court system, & Title IV-D

Wage & Benefits Information

- Up to \$23.11 per hour depending on experience
- Paid holidays
- Health, life, vision, and dental insurance
- Annual longevity bonus pay at end of year
- State pension plan (PERF)
- Paid time off, including paid parental leave for birth/adoption of baby

Days and Hours

- 7 hours per day M-F (35 hours per week)
- 8:00 a.m.—4:00 p.m. w/1 hour unpaid

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



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

