POSITION OPENING

Surveyor’s office - Secretary

LaGrange County is seeking applications for a Full-Time Secretary for the Surveyor’s office. The preferred candidate will be responsible for performing a variety of clerical and administrative duties and assisting the public.

Duties include: Maintain and update office databases and files. Maintain drainage ditch records and serves as drainage board secretary. Performs various accounting functions, including preparing claims vouchers, maintaining account payable ledgers, generating computer collections report and maintaining accounts receivable ledgers. Assists Building Department personnel with survey and drainage inquires.

Job requirements include: High school diploma or GED, working knowledge of standard office procedures/policies, ability to operate office equipment, and general and department specific computer systems.

Must be able to communicate orally and in writing with co-workers, other County departments, and the general public for the purpose of exchanging information.

Interested persons may obtain an application at the Auditor’s office in the County Annex Building located at 114 W. Michigan, St., LaGrange, Indiana 46761 or online at www.lagrangecounty.org. Applications accepted until the position is filled. LaGrange County is an Equal Opportunity Employer.