

POSITION OPENING

Prosecutor's Office – Part-time Ticket Clerk

LaGrange County is seeking applications for a part-time Ticket Clerk. The preferred candidate will be responsible for completing a variety of file preparation data entry, and public service duties to ensure proper processing of infraction tickets and ordinance violations.

Duties include: Processes traffic infraction cases for Superior Court. Reviews all forwarded infraction and ordinance violations for electronic filing with the Clerk's Office. Sorts tickets for misdemeanor/felony supplemental charges and deferral qualification tickets. Completes necessary paperwork, enters case information for case number assignment.

Responds to telephone inquiries and assists individuals at counter, providing information on Court proceedings, verifying case information, and processing and filing a variety of documents/paperwork regarding infractions and ordinance violations.

Responds to requests for research on a variety of information and searches Department files and archives as necessary. Processes incoming mail, composes correspondence, prepares documents, and updates computer records, and files accordingly.

Performs related duties as assigned.

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

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all Department hiring requirements, including passage of a drug test.

Must be able to communicate orally and in writing with co-workers, court staff, attorneys and 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 in the Auditor's office or emailed to jmedford@lagrangecounty.org until the position is filled. LaGrange County is an Equal Opportunity Employer.