

JOB VACANCY

The Warren Circuit Court is now accepting Applications for the position of a Court Administrator, with a start date on or about **April 29, 2024**. This is a fulltime position with a current annual salary \$40,601, plus benefits for 2024. Benefits include: health, dental, vision, and life insurance offered; retirement plan available; paid leave; paid training; and longevity bonuses, some of which may be phased-in. The Court Administrator is the primary support person to the Judge and assists in the continuity of operations among the departments under the Judge's supervision, to assure seamless workflow, while handling administrative matters for the Judge. The position involves providing administrative support to the Circuit Court and at times Probation. Duties include: managing grants and reports; submitting claims for payments; overseeing payroll; working in other positions during staff absences; data entry; some cash handling; appointment scheduling; filing; typing; customer service and typical reception duties; report preparation and financial record keeping; light accounting; and other duties that meet the needs of the Judge. Applicants must possess a valid driver's license and be able to work lawfully in the United States; possess a high school diploma; pass a background investigation; submit to random drug screens; demonstrate superior oral and written communication skills; be proficient with Microsoft Word, Excel and Outlook; and have a strong and reliable work history. College education or previous court and office experience is helpful, but not a prerequisite. Applicants must possess the ability to self-motivate with minimal supervision; enjoy working in an office environment; display strong interpersonal skills; and, feel comfortable working within the criminal justice system and a professional court environment. Interested applicants should view the job description and submit a completed application, both may be found on the Court's website at www.warrencounty.in.gov/circuit-court. Application must be submitted by **March 29, 2024 at 4:00 PM**.

The Warren Circuit Court is an Equal Opportunity Employer and a Drug Free Workplace. The Warren Circuit Court does not discriminate in hiring or delivery of services based upon race, color, national origin, religion, sex, sexual orientation, gender identity, or disability. All employees of the Warren Circuit Court are at-will employees under Indiana law. Applicants should complete both the Court's Application and a resumé submitted to: Warren Circuit Court Judge, 125 N. Monroe Street, Suite 6, Williamsport, Indiana 47993 or by email to court@warrencounty.in.gov. Questions may be directed to Dianne Cotten at (765) 762-7252.