

DeKalb County Government currently has a support staff opening in the Probation Department available immediately. Duties include clerical information production – transcribing, formatting, inputting, editing, proofreading, retrieving, copying and transmitting text, data and graphics; answering and directing phone communications; maintain department calendars; reception desk duties; handle client requests; maintain office supplies; file system maintenance; collecting fees; balancing tills; financial reporting; delivery of departmental mail and more.

Must be an effective and efficient communicator (possess proper English usage including grammar, spelling and punctuation) with fellow staffers, clients, Court staff and other stakeholders; have ability to multi-task in a high-stress environment. Demonstrate excellent interpersonal skills.

Must be at least 18 years of age with High School Diploma or GED; have working knowledge of legal terms and proficiency in use of clerical equipment and program standards – phone system, Microsoft Office, etc. Position subject to proficiency evaluations, drug screening and criminal background check.

Normal working hours are 8:30 a.m. to 4:30 p.m. Monday through Friday (35 hour work week) with an hour lunch but must be flexible to meet the needs of the department.

What can you expect when you work for DeKalb County Government?

- Competitive pay – Up to \$24.08/hr
- Benefit package – medical, dental, vision, Rx and life/disability insurance
- Retirement Plans
- Generous Holidays and Paid Time Off
- Public Service Employees Student Loan Forgiveness
- Direct deposit

Interested applicants should e-mail a request for an application packet to [careers@co.dekalb.in.us](mailto:careers@co.dekalb.in.us) not later than February 28<sup>th</sup>, 2026.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.