



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307

Department: Lake Superior Court, County Division, Room 2

Position: Full Time Secretary

FLSA: Non-Exempt

Reports to: Judge, Sheila M. Moss, Magistrate, Kathleen Kurowski, Chief of Staff, and Office Manager

This position will be located in Judge Moss's Court located in building B of the Government Center. The primary purpose of this position is to provide administrative support for the Magistrate and office staff at all times as well as the responsibilities listed below.

Requirements:

- High School Diploma or equivalent;
- Proficient in computer skills compatible to Microsoft Word, Microsoft Outlook, and Adobe;
- Knowledge of the Odyssey Computer System preferable;
- Experience with the public;
- Excellent written / verbal skills;
- Effective time management and the ability to multi-task.

Job Duties/Responsibilities:

- Perform administrative tasks such as making phone calls and preparing orders.
- Answer inquiries from the general public regarding procedures, court appearances, trials, and hearing dates.
- Perform general office duties such as taking or transcribing dictation and typing or proofreading correspondence.
- Schedule miscellaneous hearings and record daily filings.
- Scan and process filings, motions, and orders into the Odyssey system.
- Follow written and verbal instructions.
- Perform any other duties as assigned.

Please apply by sending your resume and application to Court Administrator, Jessica Broughton at brougjl@lakecountyin.org

Application are located on the 3rd floor of Government Center in the Human Resources