

## Confidential Clerk (Sheriff's office)

Seeking a responsible person for a full-time position.

Some of the duties include: preparing and maintaining Writ of Execution: Money Judgements, Personal Property, and Possession files; process and issue conceal carry permits; entering deposits and accounting for daily deposit. Computer skills and attention to detail are necessary along with the ability to interact aptly with the public. Secure access will be a requirement so successful background check will be required. Medical, vision, holidays, and retirement plan are part of the package.

The rate is \$14.50 per hour. 35-hour workweek

Submit resume or employment application to the  
Commissioner's Office

County of Indiana  
Attn: Melissa Miller  
825 Philadelphia Street  
Indiana, PA 15701