We are currently looking to fill 2 Part Time Clerical Office positions!


Skills needed: Organizational and planning. Time management and ability to prioritize. Strong attention to detail and accuracy. Problem-solving. Customer service orientation. Teamwork. Communication skills both written and verbal. Confidentiality and must be able to pass a background check.

Office hours are 8-4 M-F
22-24 hours a week
Downtown Tipton area

Send resumes and letters of interest to ccrawford@tiptoncounty.in.gov

*No phone calls please*