

- The Tipton County Circuit Court Clerks Office is seeking a *full-time* employee for the position of

### **Second Deputy**

Date to be filled- Immediately (posted 11/27/2021)

Must possess the following:

- Familiarity with common office processes, including filing, handling financial transfers, and directing telephone calls
- Computer literacy, including familiarity with common word processing, faxing, scanning, software systems
- Accurate and efficient written communication skills for data entry, answering emails and typing letters and other documents
- Verbal communication for addressing other employees, elected officials and other contacts
- Customer service for dealing with members of the public
- Organization and ability to multitask and completing several tasks at once
- Attention to detail to ensure all tasks are completed to a high standard
- Integrity and discretion when working with sensitive employee and individual details
- Prioritization and delegation skills
- Must pass a background check and pre-drug screening

Interested candidates should send a cover letter and resume to:

Christy Crawford, Tipton County Circuit Court Clerk  
101 E Jefferson Street  
Tipton, Indiana 46072

Or email to [ccrawford@tiptoncounty.in.gov](mailto:ccrawford@tiptoncounty.in.gov)

No phone calls please