



HOWARD COUNTY GOVERNMENT **Job Posting**

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Howard County Government is an Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

POSITION: Administrative Assistant
DEPARTMENT: Community Supervision
WORK SCHEDULE: M-F, 8A-4P

STATUS: Full Time
FSLA STATUS: Non-Exempt
SALARY: \$43,837

Position Overview:

The Howard County Community Supervision Department is seeking a motivated and detail-oriented Full-Time Administrative Assistant to support our team. This role is essential for ensuring smooth administrative operations and requires a proactive individual with strong organizational and communication skills.

Minimum Qualifications:

1. Must be at least 18 years of age.
2. High school diploma required; additional education or certifications a plus.
3. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher).
4. Exceptional organizational skills with a keen attention to detail.
5. Ability to manage multiple tasks effectively while maintaining high-quality standards.
6. Strong planning and prioritization abilities.
7. Excellent verbal communication skills for professional interactions with colleagues and clients.
8. Capacity to thrive in a fast-paced environment with shifting priorities.
9. Commitment to maintaining confidentiality and handling sensitive information responsibly.
10. Effective time management skills with a proven ability to meet deadlines.
11. Ability to collaborate as part of a team as well as work independently.
12. Physically able to move and/or transfer items weighing up to 50 lbs.

Preferred Skills:

- Basic understanding of court functions and procedures.
- Familiarity with basic accounting principles and mathematical calculations.
- Professional demeanor with strong interpersonal skills to foster positive working relationships.

If you are a proactive individual with a passion for organization and administrative support, we invite you to apply for this opportunity to contribute to our department's success. Cover letters and resumes should be submitted by June 29th, 2026, to the Howard County Community Supervision Department, ATTN: Melissa Gilbert, 104 N. Buckeye, Room 204, Kokomo, IN 46901 or email to Melissa.gilbert@howardcountyin.gov.