

## **RANDOLPH COUNTY HIGHWAY SECRETARY**

The Randolph County Highway Department Secretary is responsible for assisting with department operations and providing assistance to the public. This position will also maintain all aspects of the Highway Department records as directed by the Highway Superintendent. Must be available to work Monday through Thursday 7 am to 5 pm. Applications are available and will be accepted in the Randolph County Auditor's office, Courthouse room 102, Winchester, IN 47394.

**Randolph County is an equal opportunity employer**