

# **Putnam County Juvenile Probation**

## **Full time Probation Assistant -**

Monday through Friday 8 to 4 pm. Applicant will serve in the assistant role to the Juvenile Probation Officers. Skills needed: knowledge of Microsoft word, excel, organizational and people skills. Duties include answering the phone, scheduling appointments, assist in drug screening, taking payments and ensuring money is applied to the correct fees, typing of various Court documents, maintain various files as needed and any other duties as requested. Assistant must have the ability to maintain confidentiality of records and information as required.

Please send your cover letter and resume to:

**Juvenile Probation, 3rd Floor Courthouse,  
Room #32, Greencastle, IN 46135 or  
email to [rmarsteller@putnamcourts.in.gov](mailto:rmarsteller@putnamcourts.in.gov)  
Please no phone calls.**