



WHITLEY COUNTY GOVERNMENT

POSITION:	Commissioners' Assistant
STATUS:	Full-time/Non-exempt
DEPARTMENT:	Commissioners
WORK SCHEDULE:	8:00 am – 4:30 pm, M-F; 37.5 hours per week
JOB CATEGORY:	PAT (Professional, Administrative, Technological)
2025 PAY GRADE:	PAT III - \$2,116.31/bi-weekly; \$55,024.00/year
FRINGE BENEFITS:	Medical, dental & vision, group & voluntary life, Public Employees Retirement Fund, competitive PTO, and various paid holidays
EDUCATION REQUIRED:	Baccalaureate Degree in business management, public management, political science or related field, or equivalent combination of education and experience and previous experience in County government, human resources, and/or legal background preferred.

Incumbent serves as Commissioners' Assistant for the Whitley County Board of Commissioners, responsible for providing assistance and supporting functions to the Board, providing assistance and coordination among County personnel and elected officials, and providing coordination related to planning, development, implementation and administration of policies and procedures.

For a complete list of Job Duties and Requirements, please see the **Complete Job Description** that can be found **here:** [1748023557_84586.pdf](#)

All applicants are required to complete a **Whitley County Employment Application** that can be found **here:** [1647444628_7589.pdf](#)

Applications/resumes will be accepted until the position is filled.

Please send applications/resumes to:

Whitley County Human Resources

wchr@whitleygov.com

Whitley County Government Center

220 W. Van Buren Street, Ste 101

Columbia City, IN 46725

Whitley County Government is an Equal Opportunity Employer and does not discriminate upon the basis of race, age, gender, religion, national origin, disability or any other characteristic protected by law. Whitley County will provide reasonable accommodations to qualified individuals with a disability.