

STARKE COUNTY AUDITOR

Michaelene J. Houston

POSITION: Deputy Auditor-Human Resources

DEPARTMENT: Auditor

Work Schedule: 8:00 AM – 4:00 PM, M-F

STATUS: FULL TIME

Duties include but are not limited to:

- Payroll for county employees
- Processing unemployment claims
- Payroll deductions: insurance, garnishments, retirement and other deductions
- Maintain personnel files
- Verification of employment, job postings, onboarding new employees
- End of year payroll taxes
- Customer service
- Worker's Compensation
- All other duties as assigned

Applications may be submitted to the Auditor's Office at 53 E Mound St, Knox, IN 46534

Starke County is an Equal Opportunity Employer.