

NOTICE OF EMPLOYMENT OPPORTUNITY
GREENE COUNTY COOPERATIVE EXTENSION SERVICE
OFFICE MANAGER POSITION

The Greene County Board of Commissioners, seeks to hire a full-time Greene County Cooperative Extension Service Office Manager. Incumbent serves as office manager for Greene County Cooperative Extension Service, responsible for the overall administration of the office subject to the directives of the County Extension Director. The work location for this position is the Community Event Center, 4503 W State Road 54, Bloomfield, Indiana. Interested persons should request a detailed job description with requirements and job application by contacting the Greene County Attorney's Office at (812) 384-0081; via email to sharon.toon@co.greene.in.us; or under Employment Opportunities on the county's website, www.co.greene.in.us. Resumes and job applications must be received by the Greene County Attorney's Office, Courthouse, 1 E Main Street, Bloomfield, Indiana 47424, no later than 4:00 PM on Monday, November 3, 2025. Following the receipt and review of resumes with job applications submitted, the Board of Commissioners will schedule interviews with qualified candidates.

The successful candidate will, *among other qualifications*, satisfy the following:

- Associate Degree in Office Management, or equivalent combination of education and experience.
- Working knowledge of standard office policies and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Working knowledge of basic bookkeeping principles and ability to perform arithmetic calculations.
- Working knowledge of English grammar, spelling and punctuation, and ability to prepare/edit correspondence, documents and reports.
- Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, copier and calculator.
- Ability to supervise and direct assigned personnel, including interviewing applicants, making work assignments, providing training and corrective instruction.
- Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.
- Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, other Extension Office, Purdue University and area school personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.
- Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town, sometimes overnight.
- Possession of a valid Indiana driver's license and a demonstrated safe driving record.

2025 County salary ordinance fixes the compensation for this position at \$21.83 per hour, 35 hours/week.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.