

**NOTICE OF EMPLOYMENT OPPORTUNITY**  
**GREENE COUNTY COURT SERVICES CASE MANAGER**

Greene County Court Services seeks to hire a full-time Case Manager. Incumbent serves as Case Manager for Alcohol and Drug Court Services and will assist with screening at the jail or during initial hearing and coordinating services with local providers. Incumbent will also assist in facilitating educational classes. ***The position is funded by the Opioid Restricted Funds, for a term of one year. Renewal and continued employment are subject to further grant funding or other funding source.***

The work schedule is M-F from 8:00 a.m. to 4:00 p.m. (35- hour work week). The work location for this position is Greene County Courthouse, 1 E Main Street, Bloomfield, Indiana. Interested persons should request a job application by contacting Court Services Director Nicole Noel at (812) 384-2047; via email to [nicole.noel@co.greene.in.us](mailto:nicole.noel@co.greene.in.us); or under Employment Opportunities on the county's website, [www.co.greene.in.us](http://www.co.greene.in.us).

Both resume and job application must be received by Greene County Human Resources Generalist Deniece Biggerstaff at [Deniece.biggerstaff@co.greene.in.us](mailto:Deniece.biggerstaff@co.greene.in.us) or by mailing/delivering to Human Resources, Courthouse, 1 E Main Street, Bloomfield, IN 47424, no later than 4:00 PM on Monday, March 16, 2026.

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

- Bachelor's Degree in Criminal Justice, Psychology, Social Work, or related field.
- Ability to obtain and maintain a Court Substance Abuse Management Specialist (CSAMS) Credential.
- Must attend staff orientation program conducted by the Indiana Judicial Center within one (1) year from the date first employed.
- Must obtain and document at least twelve (12) hours of relevant continuing education in each calendar year in accordance with the Rules for Court-Administered Alcohol and Drug Programs, Section 30(f).
- Must obtain and maintain a certification for the Indiana Risk Assessment tools as required by the Office of Court Services. Certification must be obtained within one (1) year from the date of first employed.
- Working knowledge of and ability to make referrals to treatment and counseling programs as well as applicable community services.
- Ability to communicate effectively both orally and in writing with co-workers, other County departments, program participants, treatment agency personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Working knowledge of standard English grammar, spelling and punctuation; and ability to use properly standard office equipment, including computer, printer, copier, scanners, fax and telephone.
- Ability to maintain accurate and organized files and maintain confidentiality of records and information as required.
- Ability to work independently and remotely when required and to work on several tasks at the same time under time constraints.
- Ability occasionally to work evening hours, extended and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.

2026 County salary ordinance fixes the compensation for this position at \$24.49 per hour, 35 hours/week.

**GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**