

**NOTICE OF EMPLOYMENT OPPORTUNITY  
FOR PERMANENT PART-TIME OFFICE ASSISTANT**

The Greene County Soil & Water Conservation District, Bloomfield, Indiana, seeks to hire a permanent part-time office assistant. The successful applicant will be responsible for completing a variety of general office duties, including but not limited to answer telephone, greet office visitors, filing, provide information assistance, take messages, schedule appointments; receive and write receipts for soil testing and no-till drill rental, and other related duties as assigned. Hours will vary to the needs of the office during the times of 8:30 AM to 4:00 PM Monday through Friday. The work week is a 29-hour work week.

**Minimum Qualifications:**

- High school diploma or GED.
- Valid Indiana driver's license.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time.
- Ability to communicate effectively with coworkers.
- Ability to work flexible hours.

**Applications:**

Interested persons should contact Auditor Matt Baker for application at the Greene County Auditor's Office, 1 East Main Street, Courthouse, Bloomfield, IN 47424; (812) 384-2008; or via email [matthew.baker@co.greene.in.us](mailto:matthew.baker@co.greene.in.us). Application and resume must be received by the Greene County Auditor no later than **4:00 p.m. on August 10, 2020**. Following the receipt and review of applications and resumes submitted, the Greene County Soil & Water Conservation District Office will schedule interviews with prospective candidates.

**Salary**

Position is an hourly position budgeted for 2020 at \$9.00 per hour.

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