

NOTICE OF EMPLOYMENT OPPORTUNITY

GREENE COUNTY EMERGENCY MANAGEMENT ADMINISTRATIVE ASSISTANT

The Greene County Board of Commissioners seeks to hire a full-time Greene County Emergency Management Administrative Assistant. Incumbent serves as an administrative assistant for Greene County Emergency Management, responsible for maintaining accurate records, performing bookkeeping duties, and providing administrative support to department personnel. 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 4513 W State Road 54, Suite 111, Bloomfield, Indiana.

Interested persons should request a detailed job description with requirements and job application by contacting the Greene County Human Resources at (812) 384-2012; via email to deniece.biggerstaff@co.greene.in.us; or under Employment Opportunities on the county's website, www.co.greene.in.us. Both resume and job application must be received by the Human Resource's Office, Courthouse, 1 E Main Street, Bloomfield, Indiana 47424, no later than 4:00 PM on Monday, June 29, 2026. 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:

- High school diploma or GED with previous related work experience.
- Valid Indiana driver's license and demonstrated safe driving record.
- Ability to meet all hiring requirements, including passage of a background check.
- Working knowledge of department policies and procedures, applicable local and state rules and regulations, basic computer skills and bookkeeping principles, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, written reports, and department directories as required.
- 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 properly operate a variety of standard office equipment, including computer, telephone, fax machine, typewriter, copier, calculator, postage meter and two-way radios.
- Reasonable level of proficiency with Microsoft Office programs, particularly Word, Excel, and Outlook.
- Ability to effectively communicate orally and in writing with co-workers, other County personnel, volunteers, local, state, and federal emergency service personnel, law enforcement and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to apply knowledge of people/locations and plan and layout assigned work projects.
- Ability to count/make simple arithmetic additions/subtractions and read detailed prints, specifications and maps.
- Ability to occasionally work extended, evening 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 \$21.90 per hour, 35 hours/week.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.