NOTICE OF EMPLOYMENT OPPORTUNITY

GREENE COUNTY ATTORNEY'S OFFICE ADMINISTRATIVE ASSISTANT

The Greene County Board of Commissioners seeks to hire a full-time Administrative Assistant. Incumbent serves as an administrative assistant to the Greene County Attorney. The work schedule is M-F from 8:00 a.m. to 4:00 p.m. (35-hour work week) with full benefits available. Training will be provided. The work location for this position is Greene County Courthouse, 1 East Main Street, 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. A cover letter, resume, and job application 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 9, 2026. Following the receipt and review of the cover letters, resumes, and job applications submitted, the Board of Commissioners will schedule interviews with qualified candidates.

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

- Possess valid Indiana driver's license and provide demonstrated safe driving history.
- Work under the direct supervision of the Greene County Attorney and upon request of commissioners, council members, and board members.
- Prepare a wide variety of routine notices, correspondence, agendas, minutes, and legal documents as directed by and under the supervision of the County Attorney.
- Perform clerical functions including scheduling of appointments, the maintenance of the County Attorney's calendar, calendaring legal response deadlines, the maintenance of expenditures related to the office, directing inquiries regarding county matters to the County Attorney or the appropriate elected official or county department.
- Prepare departmental budget for review and revision by County Attorney.
- Attend public meetings, assist with live stream, and generally assist the County Attorney to prepare for public meetings.
- Assist with responses to public records requests.
- Maintain web pages for various political units represented by County Attorney. Timely and regularly, post agendas, approved minutes, and notices for boards on the county's website.
- Assist as requested with preparation, posting, and advertising requests for bids, legal notices, and other matters requiring publication and posting on county website.
- Supervise bond payment deadlines, track bond payments, and work to assure that bond payments are made according to State Board of Accounts best practices and from correct accounts.
- Ability to gain familiarity with the general operations and responsibilities of the various county offices.
- Comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Communicate effectively with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Work alone with minimum supervision and with others in a team environment.
- Work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

- Understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Working knowledge of computer software, including Microsoft Word, Excel, Outlook, Odyssey Case Management System, and Core Business Technologies Website Management.
- Legal Administrative Assistant experience is strongly preferred.
- Strong organizational skills and experience are required.

The 2026 compensation for this position will be up to $33.95 per hour, depending on experience.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.