



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:

Building Department

Position Title:

Residential Office Manager

Position Summary:

Incumbent serves as the Residential Office Manager for the Monroe County Building Department, responsible for providing office management and support services to the Building Commissioner, Deputy Building Commissioner, and other Building Department personnel. Monitoring department operations, maintaining department funds, records, documents and serving as backup to the Commercial Office Manager.

Serves as a frontline customer service representative of the office, answering inquires and informing public on the permit process and fees associated with permits and licenses.

Handles in-person and email processing of permits and assists with gathering and disseminating information for the purpose of complying with building code and department ordinance.

Answers telephone and monitors departmental voice mail. Determines nature of call or email, responding to inquiries, and/or directing caller to appropriate person or department.

Oversees the collection and receipt of department fees, including balancing monies received with receipts, preparing and making bank deposits, and/or reconciling daily deposits. Prepares and creates records for the State Board of Accounts.

Assists with the administration of the annual budget, including requesting and justifying additional appropriations.

Prepares and processes department payroll for assigned staff.

Performs financial transactions and record keeping, maintaining financial records and year-end reconciliation and processing Departmental claims for payment. Prepares monthly report of collections.

Performs various administrative duties, including opening and closing office area and receiving, sorting, and distributing incoming department mail.

Performs other duties as assigned.

Qualifications:

High school diploma or GED required.

Salary:	Full time 35 hours / week. Monroe County Fringe Benefit Package. Participation in the Indiana's Public Employees Retirement Fund. Minimum starting salary \$37,529 . Salary determined by Monroe County Government salary ordinance.
Deadline for Application:	Applications Accepted until position filled
Submit Resume and References to:	Bobby LaRue blarue@co.monroe.in.us

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**