



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

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| Department Name: | Sheriff |
| Position Title: | Part Time Administrative Coordinator |
| Position Summary: | <p><u>Main Duties: Transcription / Case Entry</u></p> <p>Perform a variety of duties, including: Answering multi-line phones, maintaining various records and logs, typing, filing, data entry, corresponding with various criminal justice agencies and courts. CJIS certification will be required after employment. and some weekends and holidays.</p> <p>Additional hours as needed.</p> |
| Qualifications: | High school diploma or GED equivalent |
| Salary: | \$16.00 Per Hour |
| Deadline for Application: | Open until filled. |
| Submit Resume and References to: | Scott McGlocklin, Office Administrator Monroe County Sheriff's Office 301 N. College Ave. Bloomington, IN 47404 |

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