



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

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. This position is for 3rd shift, 10PM to 5AM, 3 days per week (TBD) and every other weekend.</p> <p>Additional hours as needed.</p>
Qualifications:	High school diploma or GED equivalent
Salary:	\$15.00 Per Hour with increase after 3 months probationary period.
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