



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	Sheriff
Position Title:	Full Time Administrative Coordinator – 1 st or 3rd Shift
Position Summary:	<p>Main Duties: Transcription / Case Entry</p> <p>Processing all incident case reports, supplements, logs, letters, and memo's by deadlines.</p> <p>Perform a variety of duties, including: FBI Coding. Maintaining various records and logs, typing, filing. Corresponding with various criminal justice agencies and courts, via phone, email and fax.</p> <p>This position will require some weekend and Holiday hours. 35 hours per week. Additional hours as needed.</p>
Qualifications:	High school diploma or GED equivalent and must pass a background check.
Salary:	\$18.25 Per Hour - \$33,215 Entry Level
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