



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	Monroe County Highway Department
Position Title:	Administrative Assistant, COMOT D Classification, 40 hours per week
Position Summary:	• Processing of claims/invoices • Answers and routes calls to the appropriate personnel • Performs daily duties in departmental databases/software • Payroll in AOD (Attendance on Demand) • Monthly invoicing to various government departments • Covers other support staff duties as needed • Prepare agenda and minutes for Traffic Commission Board • Coordinates special event requests in Opengov • Assist Financial Manager as needed • Assist in processing employee documents (new hire, termination) • Follow and execute file retention schedule for the department
Qualifications:	• High School Diploma or equivalent required • Knowledge of standard office practice and procedures required • Strong computer experience required (Outlook, Microsoft Office Suite) • Willing to learn department specific computer software • Ability to effectively communicate with the public • Ability to meet deadlines with minimal supervision • Ability to work well in a team environment • Punctual and dependable • Reports directly to the Highway Director
Salary:	• \$53,207 minimum annual salary • Anniversary pay increases at 1,3,8,14,20 & 25 years of service • Full benefits, paid holidays, insurance, PTO time earned monthly, vacation, access to county health clinic at no cost
Deadline for Application:	September 24, 2026
Submit Resume and References to:	Lisa Ridge, Highway Director ljridge@co.monroe.in.us 5900 W. Foster Curry Drive Bloomington, Indiana 47403

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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**