



HUNTINGTON COUNTY
Stefanie Barrioz **SHRM-SCP**
Human Resources Director
201 N. Jefferson St. Huntington, In 46750
260-355-2329 W
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Huntington County Community Corrections Department has an Opening for a Full Time Office Manager

Responsibilities include answering phone and greeting visitors/participants, supporting the Community Corrections Department, monitoring and processing case data/intake and participant compliance, helping administer grant requirements, monitor inventory, process payments, and completing required reporting and other duties as assigned.

Successful candidates must have HS Diploma/GED, excellent communication, organization and computer skills. Must be able to work on a variety of tasks, understand rules of confidentiality and public information, and be able to work with deadlines. Must be comfortable working with the public, individuals in the court system and individuals sentenced to Community Corrections.

The position will work 8:00 a.m-4:30 p.m., Monday through Friday. Pay is up to \$20.06 per hour, based on qualifications.

Complete Application and submit Resume to HR Department at 201 N Jefferson, Room 103A – Huntington IN 46750. EOE