

NOTICE OF EMPLOYMENT OPPORTUNITY

GREENE COUNTY HUMAN RESOURCES GENERALIST

The Greene County Commissioners, Bloomfield, Indiana, seek to hire a full-time Human Resources Generalist. Incumbent serves as Human Resources Generalist for Greene County Government, responsible for administering employee benefit plans, ensuring compliance with local, state, and federal employment regulations, preparing various related reports, and assisting department heads and supervisors. The regular work schedule is Monday through Friday, 8:00 AM – 4:00 PM (35 hours). Interested persons should request a detailed job description with requirements and job application by contacting the Greene County Attorney's Office at (812) 384-0081; via email to sharon.toon@co.greene.in.us; or under Employment Opportunities on the county's website, www.co.greene.in.us. Resumes and job applications must be received by the Greene County Attorney's Office, Courthouse, 1 E Main Street, Bloomfield, Indiana 47424, no later than 4:00 PM on Thursday, January 16, 2025. Following the receipt and review of resumes submitted, the Board of Commissioners will schedule interviews with qualified candidates.

The successful candidate will, *among other qualifications*, satisfy the following:

- Associates degree and/or equivalent combination of education, experience and/or training in related fields.
- Possession of a valid driver's license and a demonstrated safe driving record.
- Thorough knowledge of and ability to make practical application of standard principles of human resources administration, local ordinances, County personnel policies and procedures, and local, state, and federal employment regulations, including Affordable Care Act, Worker's Compensation, HIPAA, EEO, ADA, FLSA, and FMLA.
- Ability to maintain knowledge of all computer software programs used by the Auditor's Office, proficiency in spreadsheet and database design, and ability to organize and interpret large amounts of data.
- Ability to communicate effectively orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of Department records and information according to state requirements.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to occasionally to testify in administrative or court proceedings as required.
- Ability to occasionally travel out of town, sometimes overnight, for education and/or conference attendance.

2025 County salary ordinance fixes the compensation for this position at \$24.37 per hour, 35 hours/week.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.