

STARKE COUNTY COURT SERVICES



Job Posting

Position Title: Office Manager

Department: Starke County Community Corrections

Salary Range: \$27,500 - \$32, 500

Qualifications: Incumbent serves as Office Manager for Starke County Court Court Services, Community Corrections Division, and is responsible for performing a varied number of duties relating to the administration of grant dollars and other revenues, assist Community Corrections with the office correspondence as well as monitor the office website, and to monitor and advise whether Starke County Community Corrections is maintaining fidelity of approved procedures for the proper administration of evidence based practices.

Status: Full-Time

Please submit resume to:

Starke County Community Corrections

108 N. Pearl St.

Knox, IN 46534

or

kwoods@co.starke.in.us

Open Date: September 29th, 2021

Close Date: October 8th, 2021