Job Posting

Montgomery County, Indiana

Administrative Assistant of Emergency Management and Homeland Security

Essential Functions:

The primary purpose of this position is to assist the EM-HS Director and Deputy Director with day-to-day operations with efficient administration.

Qualifications:

High school diploma or equivalent and a minimum of three (3) years of related experience.

Must be proficient in Microsoft Office products, Word, Excel, PowerPoint, and Outlook.

Must hold the following certifications, or be able to obtain the following certifications within one (1) year of appointment:

- National Incident Management System (NIMS) 100, 200, 700 and 800
- Professional Development Series Certification (FEMA)
- CERT Basic Course

Must hold the following certification, or be able to obtain the following certifications within two (2) years of appointment:

- National Incident Management System (NIMS) 300 and 400
- CERT train-the-trainer

Job description is available at www.montgomerycounty.in.gov.

Salary and Benefits:

$29,500 annual salary. Insurance benefits include medical, dental, vision, short and long-term disability, and life. The retirement program is through INPRS.

Hours of Employment:

37.5 hours per week.

How to Apply:

Email resume to jessica.burget@montgomerycounty.in.gov.

Deadline to Apply:

July 3, 2023, at 4:30 pm.

Interviews:

Selected applicants will be contacted to schedule an interview.

Montgomery County is an equal-opportunity employer.