

JOB OPENING

LAGRANGE COUNTY SURVEYOR'S OFFICE

Office Coordinator

LaGrange County is accepting applications for an Office Coordinator in the Surveyor's Office. Incumbent is responsible for ensuring for assisting in administrative/ clerical duties and assisting the public. This position also serves as the Drainage Board Secretary.

Required Qualifications

- High school diploma or GED
- At least 18 years old
- Successful office experience
- Basic understanding of Surveyor's Office and Drainage Board functions
- Pass all hiring requirements including drug screening, driving record history and criminal history check

Wage & Benefits Information

- Up to \$24.94 per hour depending on experience
- Paid time off, including paid parental leave for birth/adoption of baby
- Paid holidays
- Health, life, vision, and dental insurance
- Annual longevity bonus pay at end of year
- State pension plan (PERF)

Days and Hours

- 7 hours per day M-F (35 hours per week)
- 8:00 a.m.—4:00 p.m. w/1 hour unpaid lunch

For a full job description, interested candidates should email Jenny Landez, H. R. Director, at jlandez@lagrangecounty.in.gov.



[Click here to easily apply online](#),
scan the QR code, or go to the Human
Resources tab on the County website:
www.lagrangecounty.org

