

Adams County Emergency Management Agency in Decatur, IN. has a part-time job opening.

Job Objectives: Assistant is responsible for professional administrative support for County emergency management activities. Also serves in a clerical support position to the Director with responsibilities of performing standardized clerical support duties. Will assist with grant writing, quarterly reports and the Director in maintaining liaison and coordination with all affected agencies, both private and public for emergency services. Assistant has the responsibility of assisting the Director as needed in coordination and providing guidance concerning all County emergency response activities. Assistant must be able to do the Directors duties in his or her absence.

Work is performed in a modern office environment where no unusual physical conditions exist. Assistant may be exposed to a variety of hazardous conditions should emergency conditions exist.

To apply: You can pick up an application at:

Adams County Sheriff's Office and Detention Center

911 W. Peacekeepers Way

Decatur, IN. 46733

260-724-5320