

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. DeKalb County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship. Incumbent serves as Administrative Assistant for the Community Corrections Department, responsible for assisting with data entry and verifying records.

DUTIES:

- Uses principles of evidence based practices as a guide in interactions with program participants.
- Assists in entering records for Community Service Program.
- Verifies participant's records and reviews GPS data, as needed.
- Enters data in accordance with the Indiana Department of Correction Resource Manual requirements for offender classification and data reporting.
- Assists in the data entry and maintenance of all offender case files, including filing reports and obtaining chronological case summaries from Courts, as assigned.
- Types and enters data on computer and copies, distributes, and files various documents.
- Answers telephone and greets office visitors, providing information and assistance, responding to inquiries, and/or directing callers to appropriate individual or department.
- Collects drug screens and maintains records.
- Collects, opens, sorts, and distributes mail to appropriate personnel and processes outgoing mail.
- Collects and reconciles daily cash collections.
- Attends staff meetings, weekly.
- Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- High school diploma or GED.
- Must model Pro-Social behavior at all times and in all places.
- Ability to meet all departmental hiring requirements, including passage of a drug test and Indiana Department of Child Services substantiated cases check.
- Working knowledge of and ability to use a variety of computer software utilized by department, including Microsoft Word, Excel, and Outlook.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and prepare reports.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, participants, outside agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to use standard office equipment including computer, copier, calculator, fax machine, copier, scanner, telephone, and vehicle.
- Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

- Ability to comply with all employer/department personnel policies and work rules including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to make simple arithmetic calculations and compute charges.
- Ability to compile, collate, or classify data.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.
- Ability to occasionally work extended hours and weekends.
- Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs standardized duties with work priorities primarily determined by a flexible, customary routine. Assignments are guided by definite objectives using a variety of methods or procedures. Incumbent has moderate flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors are primarily detected through procedural safeguards.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, participants, outside agencies, and the public for purpose of giving and receiving information. Incumbent reports directly to Administrative Services Coordinator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and vehicle, involving sitting for long periods, standing/walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, crouching/kneeling, bending/reaching, driving, speaking clearly, and hearing sounds/communication.

Incumbent occasionally works:

Monday – 8a to 4p

Tuesday - Off

Wednesday - Noon to 8p

Thursday – 8a to 4p

Friday – 8a to 4p

Subject to change if needed.

- *An hour for lunch each day.**

Please provide:

Cover Letter and Resume As Soon As Possible.

Position will be open until filled:

Wendy Parker, Administrative Service Coordinator

DeKalb County Community Corrections

1000 Potter Drive

P.O. Box 6049

Auburn, IN 46706

Fax: (260) 927-4779

****All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.**

Job Type: Part-time

Salary: \$13.00 /hour