

POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA

POSITION: Adult Probation Assistant
DEPARTMENT: Probation
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operations, Technician)

DATE WRITTEN: March 2002

STATUS: Full-Time

DATE REVISED: February 2019

FLSA STATUS: Non-exempt

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. Whitley 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 Adult Probation Assistant for the Probation Department, responsible for answering phones, assisting visitors, and maintaining department records.

DUTIES:

Answers telephones and greets office visitors, providing information and assistance, taking messages, transferring and directing persons to appropriate location and assisting the public with complaints.

Receives and receipts money for probation and community corrections departments tracking payments from individuals, and mailing notices of non-compliance.

Set status hearing with respective Court in regards to financial non-compliance.

Maintain and track financial records for Probation and Community Corrections Departments.

Maintain all closed probation records for future references.

Monitors/operates all drug screen accounts and prints results.

Maintain and update record of collections for Clerk, Community Corrections and Probation Departments, and making daily deposit to bank.

Registers clients to attend children's first program, keeps records of moderators for hours and mileage and provides attendance list to moderators for each class.

Tracking individuals court-ordered to report for bond check-in, urine test, and payment of fines and costs, and providing written notification to courts of individuals in non-compliance with court orders.

Assists probation officers with daily activities including greeting probationers, administering urine drug tests, motivational interviewing, and other evidence-based skills.

Maintains statistics regarding probation caseloads and distributes information to proper agencies as needed.

Enters caseloads and probationer cases, including financial information, offense and offense level.

Types claims.

Orders and maintains all office supplies.

Runs all criminal history and pre-sentence investigation reports.

Communicates with Whitley County and City police departments, as needed.

Assists the Community Correction Department as necessary.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED required.

Ability to meet all department hiring requirements, including passage a drug test.

Ability to obtain and maintain IDACS certification.

Work knowledge of Standard English grammar, spelling, and punctuation and ability to type with speed and accuracy.

Working knowledge and ability to use department software and including word processing software, computer, typewriter, calculator, fax machine, copier, telephone, and vehicle.

Ability to provide public access to, or maintain confidentiality of, department information/records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

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 compare or observe similarities and differences between data, people, and things.

Ability to compute, perform arithmetic operations, including figuring, tabulating and determining charges.

Ability to compile, collate, or classify data.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to effectively communicate with co-workers, other County departments, law enforcement personnel, and the general public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Incumbent occasionally works extended hours or evenings.

II. RESPONSIBILITY:

Incumbent performs varied, relatively complex duties with work priorities and schedules primarily determined by a formal schedule, and work under general supervision. Incumbent's duties require moderate care and skill to protect tools and equipment and prevent injury to self and others. Errors in work are primarily detected through standard bookkeeping checks. Undetected work errors could result in loss of time to correct error, inconvenience to other agencies or the public, and endangerment to self or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement personnel, and the general public for the purpose of exchanging information.

Incumbent reports directly to Chief Probation Officer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment including sitting and walking at will, sitting for long periods, working with violent/irate individuals, lifting/carrying 25 to 50 pounds, handling/grasping objects, bending, reaching, keyboarding, close and far vision, speaking clearly, hearing sounds/communication, fingering objects. Incumbent may be exposed to irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Adult Probation Assistant for the Probation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name