

POSITION DESCRIPTION
COUNTY OF JASPER, INDIANA

POSITION: Administrative Assistant/Evidence Based Practice Coordinator
DEPARTMENT: Community Corrections
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 2024
DATE REVISED:

STATUS: Full-time
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. The County of Jasper 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 Jasper County Community Corrections, responsible for performing various clerical duties for department personnel and assisting in developing evidence based programs for participants.

DUTIES

Performs various bookkeeping functions, including receiving and receipting various fees, recording transactions, maintaining client account balances, maintaining department account balances, and reconciling ledgers. Processes bills for clients and submits claims for payment of vendors.

Prepares and processes payroll, including reviewing timecards, verifying hours worked, and typing, copying, and submitting claims/vouchers to Auditor as required.

Assists in developing evidence-based programs, evaluating, and analyzing effectiveness of programs designed to reduce recidivism, maintaining knowledge of changes and trends in the field and assisting in finding training opportunities and professional development of staff.

Assists in completing Quality Assurance Measures for all evidence based programs, including but not limited to assessments and care plans as assigned.

Performs various clerical duties, such as copying/filing documents, preparing reports, and typing correspondence, memorandums, and related documents for department personnel as required.

Maintains inventory of office supplies, ordering/purchasing as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Must be at least 21 years of age.

Ability to meet all employer and department hiring requirements, including passage of drug test, criminal background, and reference check.

Working knowledge of evidence based programs with the ability to develop, evaluate and analyze effectiveness.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to type with speed and accuracy and operate a variety of standard office equipment, such as telephone, calculator, copier, fax machine, computer, and printer.

Working knowledge of basic bookkeeping principles and ability to make basic arithmetic calculations.

Shall 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 meet all department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

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

Ability to effectively listen, comprehend, and communicate orally and in writing with co-workers, other County departments, clients and their families, law enforcement agencies, local businesses, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to effectively complete duties amidst frequent distractions, interruption and pressure from formal deadlines, and work on several tasks at the same time.

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 occasionally work extended hours and travel out of town for training, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to service needs of the public with priorities determined by a flexible, customary routine. Incumbent's work is periodically reviewed for soundness of judgment and compliance with policies and procedures. Errors in work are generally prevented through standard bookkeeping checks, with undetected errors resulting in loss of time for correction and inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, clients and their families, law enforcement agencies, local businesses, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Executive Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, involving sitting for long periods, sitting/standing at will, lifting/carrying objects weighing less than 25 pounds, keyboarding, driving, hearing sounds/communication, and close vision. Incumbent periodically works extended hours and travels out of town for training, sometimes overnight.

APPLICANT\EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Administrative Assistant/Evidence Based Coordinator for the Jasper County Community Corrections 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 Name

