



Communicates with treatment providers and attends provider staffing meetings to discuss participant compliance and progress.

Conducts random and scheduled home visits and searches of participants' homes and administers random alcohol and drug testing, including maintaining and forwarding records of violations.

Recognizes and responds to the legitimate needs of victims and alerts them to issues of concern during client supervision.

Maintains department computer database, including entering all visits, phone calls, agency contacts, and other information in the system, as required by policy.

Preparing status reports for court pre-trial conferences for all pre-trial services participants, and attend court pre-trial conferences as required by the court.

Coordinates and collaborates with the Probation Department staff to provide efficient delivery of community supervision services.

Testifies in court/legal proceedings, as required.

Maintains current knowledge of rules, regulations, and laws concerning Community Corrections operations.

Performs duties of co-workers in their absence, or as needed.

Attends staff meetings and completes professional development workshops, training, and continued education as required.

Serves on-call and responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

#### **I. PREFERRED JOB REQUIREMENTS:**

Baccalaureate Degree from an accredited college or university, major in criminal justice, social work, or related field preferred.

Must be at least twenty-one (21) years of age and a United States citizen.

Ability to obtain and maintain required certifications including Certification from the State of Indiana as Probation Officer, passage of IRAS Risk Assessment Certification, and completion of all continuing education requirements.

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

Knowledge of Standard English grammar, spelling, punctuation, typing/keyboarding, and ability to prepare various reports.

Working knowledge of community geography and ability to effectively monitor and/or locate offenders, verify and document compliance with program requirements, and take appropriate action in response to violations.

Knowledge of a basic filing system and ability to create and maintain accurate and complete department files and records.

Knowledge of the state-wide Odyssey, Incite, and other case management systems, and the ability to create and file documents within those systems.

Thorough knowledge of and ability to make practical application of local, state and federal regulations, and standard policies, procedures, criminal code and legal terminology of the criminal justice system.

Working knowledge of universal health precautions and blood-borne pathogens control, and ability to apply such knowledge to protect oneself and others against infection.

Knowledge of evidence-based practices in community supervision.

Ability to operate standard office equipment, including electronic monitoring equipment, portable breath test, computer, calculator, vehicle, and telephone/cell phone.

Ability to effectively communicate orally and in writing with co-workers, other county departments, participants, their families, attorneys, law enforcement personnel, service agencies and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to State requirements.

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

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

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

Ability to compile, analyze, evaluate, coordinate, and make determinations, and take action based on data analysis.

Ability to work alone and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and daily operations.

Ability to testify in court/legal proceedings.

Ability to serve on a 24-hour call basis and respond swiftly, rationally, and decisively to emergencies.

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

**II. DIFFICULTY OF WORK:**

Incumbent performs a wide range of complex duties which are frequently unique in the circumstances in which they arise and are not susceptible to standard guidelines or rules. Extensive analysis of the impact of decision is required, and incumbent must regularly interpret precedents and facts to derive appropriate terms/recommendations for addressing participants' problems or circumstances.

**III. RESPONSIBILITY:**

Incumbent performs duties according to standard department policies and procedures and standard practices of the profession, exercising judgment in assessing and investigating clients, developing appropriate and effective case plans, and ensuring satisfactory completion of court orders. Work is primarily reviewed for soundness of judgment, accuracy and completeness, attainment of objectives, and compliance with legal requirements. Errors in work could result in endangerment to self or others, loss of time to correct the error, and/or inconvenience to other agencies or the public.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other county departments, law enforcement agencies, participants and their families, service agencies, and the public, for the purpose of exchanging information and rendering service.

Incumbent reports directly to the Judge of the Union Circuit Court, and is subject to performance review by the Advisory Board.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, in a vehicle, and in the field. Regular duties involve sitting for long periods, sitting/walking at will, standing/walking for long periods, walking up/down flights of stairs, lifting/carrying/pushing/pulling objects weighing less than 25 pounds, reaching, bending, crouching/kneeling, close/far vision, color/depth perception, keyboarding, handling/grasping/picking up objects, speaking clearly, hearing sounds/communication, and driving. Incumbent maintains considerable contact with offenders/participants and may be exposed to irate/hostile individuals and/or physical violence. Universal health/safety precautions must be followed at all times to avoid contamination, infection, and/or injury to self and others.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Executive Director for Union County Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received 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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Comm Corr/Executive Director