

**POSITION DESCRIPTION  
COUNTY OF CLINTON, INDIANA**

**POSITION:** Director  
**DEPARTMENT:** Community Corrections  
**WORK SCHEDULE:** 8:00 a.m.-4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** March 2006  
**DATE REVISED:** October 2022

**STATUS:** Full-time  
**FLSA STATUS:** 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 Clinton 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 Director for the Community Corrections Department, responsible for providing leadership, supervision, and maintenance for all programs, services, and activities.

**DUTIES:**

Supervises assigned staff, including analyzing workloads, reviewing position documentation, interviewing applicants, making hiring recommendations and decisions, orienting new subordinates, planning, delegating work assignments, training, developing, and motivating staff, reviewing responsibilities and evaluating performance, reviewing salaries, recommending personnel actions, keeping supervisor and staff informed of organization developments, maintaining discipline, recommending corrective action, and communicating/administering personnel programs.

Facilitates development, organization, initiation, execution, maintenance, and evaluation of policies and procedures for desired program components.

Markets program through news media and public presentations to local groups and organizations and serves as liaison for public relations with the community and other County offices.

Prepares and submits grants, submits required reports to agencies and foundations pertaining to grants obtained and requested, and oversees grants for annual renewal.

Oversees proper training and education of staff, and develops and manages policies for staff and clients.

Manages Department finances and approval of claim vouchers.

Approves bi-weekly payroll, prepares payroll records, staff schedules, vacations, overtime, and other work-related schedules and oversees program account receivables/payables and program budgets.

Attends meetings with Indiana Department of Correction, Indiana Association of Community Corrections Act Counties, and other agencies and organizations.

Collects data to submit to other agencies and Courts, as necessary.

Conducts home detention client intakes, installs monitoring equipment, and monitors and conducts field visits to homes, schools, and places of employment, as necessary.

Conducts alcohol/drug screenings, as necessary.

Performs other related duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Baccalaureate degree, preferably in behavioral sciences or related field, with 2 years' experience in a related field preferred.

Must be at least 21 years of age.

Ability to supervise assigned staff, including analyzing workloads, reviewing position documentation, interviewing applicants, making hiring recommendations and decisions, orienting new subordinates, planning, delegating, work assignments, training, developing, and motivating staff, reviewing responsibilities and evaluating performance, reviewing salaries, recommending personnel actions, keeping supervisor and staff informed of organization developments, maintaining discipline, recommending corrective action, and communicating/administering personnel programs.

Ability to demonstrate initiative and competence in dealing with clients and the capacity to work cooperatively with other agencies in the community on behalf of these clients.

Working knowledge of standard office policies and practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation with ability to prepare correspondence and detailed reports.

Ability to apply knowledge of people/locations and plan and layout assigned work projects.

Ability to work alone with minimum supervision and with others in a team environment and work rapidly for long periods and on several tasks at the same time, often under time pressure.

Ability to properly operate standard office equipment, including computer, typewriter, calculator, copier, and fax machine.

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

Ability to write and edit reports, news releases, and prepare and give presentations, and interview, counsel, and advise people.

Ability to count and perform additions/subtractions and simple arithmetic.

Ability to use data to compare or observe similarities and differences between data, people, or things, compute and perform arithmetic operations, compile/collate/classify, analyze, evaluate, observe, diagnose, and investigate, coordinate, place, make determinations, and take action based on data analysis, and fabricate data to discover facts or develop concepts or interpretations.

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

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

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

Ability to testify in legal proceedings/court.

Ability to respond to emergencies from off-duty status.

Ability to work extended, evening, weekend hours and travel out of town, sometimes overnight.

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

## **II. RESPONSIBILITY:**

Incumbent performs duties as Director, decisions are always determined by specific instructions or existing, well-established policies and procedures. Incumbent develops own objectives for area(s) of responsibility, establishes major administrative unit/departmental policies, procedures, and performance standards, and is accountable for department/unit results.

Work is reviewed primarily for attainment of objectives, appropriate supervision or direction of assigned operations, compliance with legal requirements, technical accuracy, compliance with Department policy, and effect on Department goals/objectives.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains contact with co-workers, other departments, local law enforcement agencies, attorneys, and the public for the purpose of exchanging information, rendering services, instructing, negotiating, and mentoring.

Incumbent reports directly to County Commissioners.

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

Incumbent performs duties in a standard office environment and courtroom, including standing/walking at will, sitting for long periods, handling objects, lifting/carrying objects weighing under 25 pounds, speaking clearly, close/far vision, keyboarding, hearing sounds/communication, and driving. Incumbent may be exposed to potentially irate/hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent is occasionally work extended/evening/weekend hours, travel out of town, sometimes overnight, for meetings and conferences, and respond to emergencies on a 24-hour basis.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Director for the Clinton County Community Corrections 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 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/Type Name