

**Grant County
Position Description**

Position Title: Pretrial Home Detention GPS Support Staff

Department: Community Corrections

Reports To: Community Corrections Office Manager

Purpose of Position

Under general supervision, performs a variety of clerical duties to assist in fully implementing and continuing services within the PTHD program

including accurately typing, filing, copying, and maintaining financial/necessary records. In addition, GPS monitoring: reviews, tracking and entering necessary information in BI-SmartLink, SRS and MS Teams.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- * Reviews GPS data and reports noncompliant behavior to the PTHD Probation Officer
- * Enters necessary information into BI-SmartLink, SRS and Microsoft Teams
- * In collaboration with the Community Corrections Office Manager, maintains financial records including monitoring the PTHD budget to ensure sufficient funds are available to provide services without disruption
- * Assists the PTHD Probation Officer in establishing an intake schedule and maintaining a waitlist to ensure the program operates at full capacity
- * Assists the PTHD Probation Officer in maintaining equipment including anticipating equipment needs to avoid a delay in services
- * Types and accurately prepares numerous documents, reports correspondence.
- * Answers telephone; directs call and takes messages.
- * Greets visitors at the front desk providing information, assistance and direction.
- * Copies and distributes numerous documents, as necessary.
- * Receives various payments and prepares receipts.
- * Performs filing duties and maintains filing system.
- * Assists all programs in maintaining client records and collections of fees.

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Position Description – Home Detention GPS Support Staff, Community Corrections

- * Monitoring clients via BI-Smart-Link, entering information in BI, SRS and MS Teams.
- * Mastery of Office suite including word, excel, teams, etc.
- * Performs other duties as assigned

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High school graduate or equivalent with one year experience.

Post-secondary training or education may replace the experience requirement.

Special Requirements

Shall possess a valid Indiana Driver's License.

Shall not have prior felony convictions.

Shall be of positive moral and ethical character.

Minimum Physical and Mental Abilities Required to Perform Essential Job Function

Physical Requirements

- * Ability to operate a variety of automated office machines including typewriter, adding machine, telephone system, copier, computer, etc.
- * Abilities to physically exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- * Ability to lift and/or carry weights of ten to twenty pounds.
- * Sedentary work involves sitting most of the time, but may involve walking, standing, reaching, handling, stooping, and kneeling for brief periods of time.

Mathematical Ability

- * Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Language Ability and Interpersonal Communication

- * Ability to comprehend and correctly use a variety of informational documents including summons, Court minutes, assessments, bench warrants, file labels, statistics, Pre-Sentence reports and other reports.
- * Ability to comprehend a variety of reference books and manuals including Indiana Code Book, computer manuals, Judicial Directory, maps, etc.

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- * Ability to prepare HD/RC minutes, rules, various letters and other correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- * Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.
- * Ability to use and interpret legal and computer terminology and language.
- * Ability to perceive and discriminate colors, sounds, and odors.
- * Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- * Ability to communicate effectively with clients, students/trainees, officers, clerical staff, attorneys, law enforcement personnel, supervisors, Court personnel, service providers, and the public verbally and in writing.
- * Ability to deal with irate clients/family members and calmly defuse potentially hostile situations.

Environmental Adaptability

- * Ability to work effectively in an office environment.

Grant County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.