

**DeKalb County  
Government Probation  
Department Available  
Employment**

Date: 1/10/2023

Posting Expires: 2/3/2023

Job Title: Probation Officer Assistant

Location: Probation, 215 E. 9<sup>th</sup> Street Ste. 200, Auburn, Indiana 46706

Hours: Full time 8:30 a.m. to 4:30 p.m. Monday through Friday with lunch from noon to 1 p.m. Must be flexible to meet the needs of the department.

**Job Description:**

**Clerical:** Typing dictation, letters, envelopes in Word  
Data Entry into Excel and Odyssey  
Scheduling appointments, Outlook  
Manage Incoming and Outgoing mail  
Courthouse filings, County government mail, postal meter  
Making copies and managing filing  
Maintain department calendars  
Create new files and manage file movement/assignment  
Assist Probation Officers with other duties assigned

**Reception:** Answer phones  
Greet and direct clients to correct officer

**Other:** Assists officers with oral and urine screening procedures

**Skills:**

Knowledge of computer programs such as Microsoft Word, Publisher, Office and Excel.  
Knowledge of office machines, such as faxing, phones, copier, scanning etc.  
Typing skills, including accuracy and speed, proofreading.  
Professional and courteous toward staff and clientele.

*Duties described above are not exclusive to this position and are shared amongst others as this position is part of a support staff of three. Other duties may be assigned as determined by ability and efficiency.*

Hourly wages are up to \$21.19 depending on experience.

Please send cover letter and resume to DeKalb County Probation by fax, email, mail to the attention of Michael Lapham, Chief Probation Officer no later than February 3, 2023.

Fax: 260-925-5942

Email: [mlapham@co.dekalb.in.us](mailto:mlapham@co.dekalb.in.us)

Address: 215 East 9<sup>th</sup> Street, Suite 200, Auburn, IN 46706

**POSITION DESCRIPTION  
COUNTY OF DEKALB, INDIANA**

**POSITION:** Probation Officer Assistant  
**DEPARTMENT:** Probation  
**WORK SCHEDULE:** 8:30 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** COMOT A (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** December 2021

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Hourly 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. DeKalb 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 Support Staff for the DeKalb County Probation Department, responsible for supporting office personnel and performing clerical duties.

**DUTIES:**

Answers telephone and greets office visitors, providing information and assistance, responding to inquiries, and/or directing callers to appropriate individual or department.

Prepares and manages clerical information, including scanning documents and forms into Odyssey, typing documents for probation officers, dictation and transcription, formatting, inputting, editing, proofreading, retrieving, copying, and transmitting text, data, and graphics for Probation, Alcohol and Drug Court, and Court files. Gathers and stores all pre-sentence investigation reports. Stores and presents data using spreadsheets and databases.

Assists Probation Officers in the collection of oral and urine screening procedures.

Collection of information directly from probation clients in the office, jail, or courthouse setting.

Review of client reports, importing data from those reports into the case management system.

Maintains department calendars for personnel, including arranging meetings, conferences, and travel.

Maintains and submits a variety of monthly reports to corresponding agencies and departments.

Maintains inventory, including placing and expediting orders, verifying receipt of supplies, and monitoring office use and maintenance.

Maintains file system, organizing and storing files efficiently, and e-filing documents and information with the court and attorneys.

Collects and delivers office materials to officers, other departments and employees.

Assists all, juvenile and adult officers, Veterans Court, Family Recovery Court, Addictions Treatment Court and the Alcohol and Drug Treatment Program as requested.

Performs related duties as assigned.

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

High school diploma or GED.

Must be at least 18 years of age.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Ability to successfully pass a background investigation to include: personal history, work history, education, military service, and criminal arrest and/or conviction.

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

Knowledge of court procedures and legal terminology and ability to refer to Indiana Code and online sources.

Knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and reports.

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

Ability to type with speed and accuracy and properly operate a variety of standard office equipment and software, including Spillman, Odyssey, INcite, Microsoft Word, Excel, and Outlook, computer, calculator, transcriber/dictaphone, postage meter, copier, telephone, fax machine, and copier.

Ability to file, post, and mail materials.

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

Ability to compute and perform simple arithmetic additions/subtractions.

Ability to compile, collate, or classify data.

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

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

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

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 written and oral instructions and present finding in oral or written form.

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

Ability to work on several tasks at the same time and to complete assignments effectively amidst frequent distractions and interruptions.

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

Ability to plan and present public speaking presentations.

Ability to testify in legal proceedings/court.

Ability to occasionally work extended and/or evening hours.

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

## **II. RESPONSIBILITY:**

Incumbent performs a variety of reception and clerical duties according to a formal schedule with work priorities determined by supervisor. Assignments are guided by definite objectives using a variety of methods or procedures. Periodically, decisions are made in the absence of specific

policies and procedures. Errors in incumbent's work are usually detected through standard bookkeeping checks and procedural safeguards. Undetected errors would result in work delays in the department and/or inconvenience to other agencies/public.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, participants and their families, attorneys, community service agencies, victims, counselors, Court and law enforcement personnel, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Assistant Chief Probation Officer and/or Chief Probation Officer.

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

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, driving, crouching/kneeling, bending/reaching, close/far vision, color/depth perception, keyboarding, speaking clearly, and hearing sounds/communication.

Incumbent occasionally works extended and/or evening hours.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Support Staff 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 and/or type name