

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Intake Analyst
DEPARTMENT: Community Corrections Center
WORK SCHEDULE: 8:30 a.m. – 4:30 p.m., M-F
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: May 2006
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Intake Analyst for the LaPorte County Community Corrections Center, responsible for performing various administrative support duties and preparing and maintaining various legal documents, records and files.

DUTIES:

Enforces local, state and federal laws by implementing effective policy to protect the lives and property of the people.

Performs background checks on individuals for employment and on inmates for acceptance into the Community Corrections Program.

Serves as liaison to the Courts, Prosecutors, Probation and attorneys, preparing and/or requesting various legal documents in order to complete processing of residents into the program. Testifies in Court as necessary.

Prepares listings of Courts with inmates serving current sentences, and completes status reports for Advisory Board as required.

Coordinates Community Corrections and LaPorte County Juvenile Services state level drug testing, including ordering supplies to conduct tests, preparing specimens to be sent for testing outside of the Center, and following up on all positive test results. Notifies the Juvenile Center of test results and notifies state level agencies of resident changes/updates due to processing and/or releases. Prepares and submits quarterly reports on all tests as required.

Prepares/submits for approval updated procedures on drug testing for the LaPorte County Community Corrections Procedural Manual.

Assists Program Supervisor with the home monitoring system, including scheduling, hookup, release, and preparation of reports.

Maintains accurate and complete files and records on all individuals sentenced to the Community
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Corrections Program.

Enters disciplinary actions, Court/Probation meetings, and drug testing results into department database.

Notifies administration and staff of residents released and/or removed from program, providing/posting date and reason for release, such as time served, sentence modification or revocation.

Prepares and maintains residents' files for archiving following accepted Community Corrections Archival Retention Manual guidelines.

Maintains inventory of office supplies, ordering supplies as needed. Maintains department office equipment and assures proper maintenance and repair.

Transports inmates from the County Jail to the Community Corrections Center.

Performs duties of Residential Officer as needed.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age.

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

Possession of or ability to obtain and maintain possession of all required certifications, including, but not limited to, CPR, first aid, and biohazard training.

Knowledge of the criminal justice system and community corrections principles and practices, with ability to apply appropriate procedures to ongoing operations.

Working knowledge of the principles and practices of federal and state guidelines, program mission, personnel procedures, statistics, and program evaluation.

Working knowledge of standard office procedures and computer software applications used by the department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare legal documents and detailed written reports as required.

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Ability to organize, implement, and follow through on special projects, and develop and maintain cooperative working relationships with various outside departments and agencies.

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from Courts, Probation, Clerk's Office, attorneys, 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 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 competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent individuals.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to maintain complete and accurate files and records.

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

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work with others in a team environment, often under time pressure and at a rapid pace, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and make simple arithmetic calculations.

Ability to testify in legal proceedings/court as necessary.

Ability to occasionally work extended, evening and/or weekend hours and occasionally travel out of town for training, sometimes overnight.

Ability to occasionally respond to emergencies on a 24-hour basis.

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

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor when interpretations of departmental policies, procedures or
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programs are thought necessary. Errors in work are primarily detected or prevented through supervisory review, legally defined procedures or notification from other departments, agencies, or the public. Undetected errors could result in potential harm to self or others, inconvenience to members of the public, and/or liability to the department.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials from Courts, Probation, Clerk's Office, attorneys, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to the Administrative Coordinator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in a correctional facility, involving sitting/walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, bending, reaching, close/far vision, depth perception, driving, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with program detainees and may be exposed to irate/hostile individuals and/or physical violence. Incumbent may be required to restrain inmates and lift and move inmates in excess of 150 pounds. Incumbent may be required to wear protective clothing and/or equipment, such as bulletproof vest and latex gloves. Universal health/safety precautions must be followed at all times to avoid contamination, infection, and/or injury to self and others.

Incumbent occasionally works extended, evening and/or weekend hours and occasionally travels out of town for training, sometimes overnight. Incumbent occasionally responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Intake Analyst for the LaPorte County Community Corrections Center 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.

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Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name