

**Hendricks County**  
**Job Description**

**Title:** Support Staff/Clerical

**FLSA Status:** Non-Exempt

**Department:** Probation Office

**Pay Band:** OSS 4

**Supervisor:** 1) Assistant Chief Probation Officer  
2) Chief Probation Officer

**PURPOSE OF POSITION:**

To manage the daily clerical duties of the office including paperwork, answering phones, supporting the Probation Staff, and greeting/directing offenders placed on probation, as well as the others entering the building.

**ESSENTIAL FUNCTIONS:**

- Conduct criminal record checks through I.D.A.C.S.
- Proficiency of Odyssey Case Management System.
- Compliance with INcite requirements.
- Set up and maintain Probation Department hard files.
- Set up Probation Department electronic files through Odyssey and assign to Probation Officers.
- Prepare Court related paperwork at request of Probation Officers.
- Maintain and order office supplies.
- Answer telephone calls and greet those entering the building.
- Conduct daily Courthouse rounds and errands.
- Assist with maintenance and preparation of office equipment.
- Adhere to Personnel Policies adopted by the Hendricks County Courts for the Hendricks County Probation Department.
- Assist and cooperate with Hendricks County Home Detention, Hendricks County Work Release, Hendricks County Courts, and all other County agencies when requested.
- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

**NON-ESSENTIAL FUNCTIONS:**

- Data entry of N.E.E.D.S. questionnaire.
- Assist Presentence Writer in gathering information for reports.
- Collect time cards and prepare bi-weekly payroll.
- Prepare claims to be submitted to the Auditor is so directed.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High School Diploma.
- I.D.A.C.S certification from the Indiana State Police.
- INCite compliance.
- Proficiency with Microsoft Word
- Proficiency with Odyssey.
- Proficiency with office equipment including, computer, fax, printers, and copiers.
- Ability to effectively and tactfully deal with other people
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.

**RESPONSIBILITY:**

This position is moderately complex in nature. Performance is guided primarily by specific instruction, guidelines, and procedures. This position answers directly to the Chief Probation Officer and indirectly to the Probation Officers. Works according to customary routine, and performs special functions or tasks as time allows. Errors would most likely be detected through supervisory review.

**WORKING RELATIONSHIPS:**

In addition to daily interaction with Probation Officers, a working relationship must be maintained with various other county offices, judicial agencies, law enforcement, offenders placed on probation, and the general public. Individual must at all times exercise sound judgment in the dealing with the public, attorneys, other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in an office environment. The nature of the work carries an occasional risk of dealing with irate and/or intoxicated persons.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

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 or Type name