

LAGRANGE COUNTY DRUG COURT ADMINISTRATIVE ASSISTANT

The LaGrange County Drug Court is seeking applications for a part-time Administrative Assistant. The preferred candidate will be responsible for assisting the Drug Court Coordinator with various clerical and record keeping duties.

Duties include, but are not limited to: assisting the Coordinator with preliminary screening and reports of participants' personal data for the Court, including criminal, social and substance abuse histories; assisting participants in complying with court-imposed conditions, including reviewing and signing rules of participation; maintaining accurate records of all cases investigated or assigned by the Court and furnishing records and reports to the Court upon request; maintaining frequent communication with various individuals/agencies regarding assigned participants, including attorneys, prosecutor, counselors, courts, and law enforcement personnel; answering the telephone, determining nature of call, providing information and assistance, taking messages and/or directing calls to appropriate individual(s) or department(s); greeting the public and providing assistance; maintaining all data necessary for grant compliance and preparing reports regarding same upon request; and conducting drug screening of participants.

Job Requirements

Must attend and complete a staff orientation program as approved and required by the Problem-Solving Courts Committee within first year of employment with the Problem-Solving Court.

Must comply with any and all other Problem-Solving Court Rules established by the Judicial Conference of Indiana.

Must be at least 21 years of age.

Must have a high school diploma or GED with working knowledge of standard office procedures/policies and ability to operate computer systems, including word processing and spreadsheet programs.

Ability to meet all department hiring requirements, including a drug test.

Must have some experience working in the criminal justice system and/or substance addiction treatment field.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, Courts, Child Protective Services, treatment providers, offenders, 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 competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

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

Must have knowledge of English grammar, spelling, punctuation and the ability to prepare correspondence, documents and written reports as required.

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

Interested persons may obtain an application at the Human Resource office in the County Annex Building located at 114 W. Michigan, St., LaGrange, Indiana 46761 or online at www.lagrangecounty.org. Applications accepted at jmedford@lagrangecounty.org until the position is filled.

LaGrange County is an Equal Opportunity Employer.