



Wells County Probation Department

102 W. Market Street, Suite 404

Bluffton, IN 46714

Phone 260-824-6496 Fax 260-824-6519

Chief Probation Officer: Gregory E. Werich

Probation Officers: Vicki L. Cale
Stephanie L. Eddy

Secretaries: Allison Perry
Jan Stronczek

Scott N. Ailor
Stephen N. Pastore

Susan Reinhard

JOB POSTING

(April 30, 2019)

Position: Probation Department Secretary

Type: Full-Time position (37.5 hours per week)

Anticipated Beginning Date: June 2019

Beginning Wage: \$1,286.73 bi-weekly (\$33,455 per year)

Benefits: Paid time off according to county policy, PERF retirement benefits, county health and life insurance, plus other benefits afforded to Wells County employees.

To Apply: Please submit a cover letter and resume to the chief probation officer no later than noon, May 17, 2019 at:

*Chief Probation Officer
Wells County Probation Department
102 W. Market Street, Ste 404
Bluffton, IN 46714
Fax 260-824-6519*

or

e-mail to probation1@wellscounty.org

WELLS COUNTY GOVERNMENT

POSITION TITLE: SECRETARY- PROBATION

CATEGORY: COMOT

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: November 1, 2004

SUMMARY OF POSITION:

Incumbent provides general clerical assistance to the Probation Officers and performs other clerical and support tasks for the courts as necessary.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- Deals with probationers and the general public in a tactful manner
- Follows general procedures in recording and maintain records relating to probation
- Types with speed and accuracy and uses copy/fax/scanner machine, calculator, computer terminal, and word processor
- Knowledge of court procedures as they relate to probation office activities
- Maintain confidentiality of probationer's activities
- Work performed within established and prescribed procedural guidelines
- Incumbent required to take appropriate action within guidelines when performing routine tasks regarding probation activities and reports
- Supervision received periodically and as required by incumbent with work usually reviewed before distribution
- Errors in work performance are detectable and normally result in minor inconveniences.

JOB RESPONSIBILITIES:

- Maintains up-to-date roster of all probationers, including probation status and case disposition
- Prepares daily log sheet of juvenile intakes for reporting to Probation Officer
- Receives visitors and telephone calls, directing inquiries to the Probation Officer, or taking messages and setting appointments as necessary
- Opens and maintains files on probationers, entering Pre-sentence Investigation Report and other relevant information to individual files
- Purchases office supplies as necessary
- Occasionally interviews probationers concerning their activities, checking to see that terms of probation are being met
- Record minutes from meetings and audio sources
- Types Pre-sentence Investigation forms, intake forms, preliminary court papers, letters, and reports for Probation Officers
- Performs related duties as required.

PERSONAL WORK RELATIONSHIPS:

- Work involves contact with probationers, attorneys, court officials, other county offices, and the public for the purpose of recording and exchanging information.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

- Incumbent works in a normal office environment. Some contact with probationers who may be verbally or physically hostile.