

Job Description

Job Title: Adult Intake Officer II

Job Code: 905117

Job Family: Public Safety

Pay Grade: 15.15

FLSA: Non-exempt

EEO: Para-professional

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Conducts assessments to determine program eligibility; assesses or identifies risk of criminal defendants to determine eligibility for bond supervision; provides the District Court with recommendation of conditions for release; generates LSI-R and Work Release assessment results/reports for the sentencing court, and all appropriate parties
- Interviews defendants and records social history, seeking clarification on information provided, and asks probing questions to clear up inconsistencies in order to obtain a complete picture of the defendant; makes community contacts to verify information to complete the interviews/ pretrial assessments; communicates effectively, utilizing interview skills to gather information from family members, co-workers, and/or significant others; records/documents all information; creates working file; ensures that appropriate and separate screening tools used for pretrial, LSI-R, Bond Release, and Work Release are appropriately distributed.
- Conducts, completes, and provides time sensitive information to the court within a stringent timeline; promptly reports information for court first appearances and for sentencing appearances.
- Maintains accurate statistics; provides statistical data to department and courts; analyzes data and reports trends or anomalies.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

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Minimum Job Requirements:

Bachelor's degree in Social Sciences or related fields; two (2) years corrections or criminal justice related experience; successfully pass a criminal history check; and possess a valid driver's license.

Applicant must submit to and pass a pre-employment, post-offer drug screen prior to employment.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

None

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Weather essential Department and County job.