

Job Description

Job Title: Adult Intake Officer I **Job Code:** 905118 **Job Family:** Public Safety

Pay Grade: 13.13 **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:

- Facilitates the intake process for clients entering the Department of Corrections or Court Services; reviews the Order of Probation; ensures forms are completed and secure necessary signatures with the client; explains probation process and gives client community resources information.
- Obtains urinalysis test on all Court Ordered clients; sends all new intakes to lab for baseline UA; provides results to the requesting Judge; follows all standard procedures for safe handling and testing of samples; maintains inventory.
- Enters information into computer systems; processes documentation; creates and maintains files and work activity logs; obtains criminal history information and distributes.
- Maintains accurate statistics; provides statistical data to department and courts; analyzes data and reports trends or anomalies; schedules LSIR's on behalf of judges, prosecutors and for use of the courts.

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.

Minimum Job Requirements:

Twenty-one (21) years of age or older; two (2) years corrections or criminal justice related experience; possess a high school diploma or its equivalent; 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.

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

Preferred Job Requirements:

Associates degree in Social Sciences or related fields.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

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Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking

Exposure to fumes and/or chemicals.

Specimen collection for drug and alcohol testing.