

PERSONNEL ADMINISTRATION COMMITTEE

Monroe County Courthouse, Room 306 100 W Kirkwood Avenue Bloomington, Indiana 47404 Office: 812-349-7312 CouncilOffice@co.monroe.in.us Liz Feitl Peter Iversen Kate Wiltz

PERSONNEL ADMINISTRATION COMMITTEE (PAC) AGENDA Tuesday, February 4, 2025 at 12:00 PM (Noon) HR-Council Conference Room and Teams Connection

Click here to join the meeting

Meeting ID: 283 794 398 784

Passcode: KPuQuN

- The public's video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.

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"Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the Monroe County Title VI Coordinator, E Sensenstein, (812) 349-7314, <u>esensenstein@co.monroe.in.us</u>, as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title VI Coordinator at last seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public."

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. ELECTION OF CHAIR

4. APPROVAL OF SUMMARY MINUTES AS PRESENTED -November 8, 2024

5. COURTS, Judge Diekhoff and Lisa Abraham Review of WIS Recommendations

-Associate Court Reporter

- -Floating Court Reporter
- -Official Court Reporter
- -Case Management Coordinator
- -Court Administrator
- -Court Bailiff
- -Court Bailiff PT
- -Court Programs Coordinator
- -Deputy Court Administrator
- -Financial Coordinator
- -Public Service Coordinator
- -Supervising Bailiff

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The Department attended the 08/06/2024 PAC meeting with a request to amend the Official Court Reporter, Associate Court Reporter, and Floating Court Reporter job descriptions. This request was tabled to the 10/04/2024 PAC Meeting, at which point those position descriptions were approved to be forwarded to WIS. At the 11/08/2024 PAC Meeting, the department requested that the request be placed on hold as there were more position descriptions within the office that needed to be amended. This would allow for all positions to be reviewed together. The request today is to review the October WIS memo regarding the Court Reporter positions, as well as the January 2025 WIS memo regarding the nine (9) positions as listed above.

- 6. PUBLIC DEFENDER, Phyllis Emerick Review of WIS Recommendation -Executive Assistant -Investigator -Paralegal
 - -Senior Investigator -Senior Paralegal -System Navigator New Position

The Department attended the 11/08/2024 PAC meeting to request updates to three (3) job descriptions, as well as the creation of three (3) positions. These items were approved to be forwarded to WIS. WIS has reviewed and provided their recommendations regarding classification of each position.

7. HEALTH DEPARTMENT, Lori Kelley Discussion Regarding Clarification of Job Duties for the Health Director

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8. DISCUSSION REGARDING WAGGONER, IRWIN, AND SCHEELE (WIS) CONTRACT

9. DISCUSSION REGARDING CREATION OF PAC WEBPAGE

10. OTHER ITEMS

11. ADJOURNMENT

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PERSONNEL ADMINISTRATION COMMITTEE

Monroe County Courthouse, Room 306 100 W Kirkwood Avenue Bloomington, Indiana 47404 Office: 812-349-7312 CouncilOffice@co.monroe.in.us Peter Iversen, Chair Geoff McKim Kate Wiltz

PERSONNEL ADMINISTRATION COMMITTEE SUMMARY MINUTES November 8, 2024 at 12:00 PM (Noon) HR-Council Conference Room and Teams Connection

MEMBERS

In Person – Peter Iversen, Chair In Person – Geoff McKim Not Present – Kate Wiltz

STAFF

In Person – Aubrey DeLawter-Myers, Council Administrative Assistant In Person – Kim Shell, Council Administrator In Person – Molly Turner-King, Legal Counsel

1. CALL TO ORDER - 12:02PM

2. ADOPTION OF AGENDA - 12:03PM

No changes.

3. COURTS, Judge Diekhoff and Lisa Abraham - 12:03PM Request to Amend Job Descriptions

-Supervising Bailiff -Court Bailiff -Case Management Coordinator -Court Programs Coordinator -Deputy Court Administrator -Director of Court Services -Financial Coordinator -Public Service Coordinator

The department requested to hold off on further action with the job descriptions for Official Court Reporter, Associate Court Reporter and Floating Court Reporter. The department is in the process of updating the job descriptions for the Court Administration Office and Bailiffs. They requested PAC take no further action on all Court Reporter job descriptions until all job descriptions have been amended and forwarded to WIS for a review.

Judge Diekhoff presented. Committee discussion ensued. No public comment.

McKim moved to allow the positions to be forwarded to WIS once the department and the Council office have come to an agreement. Wiltz seconded.

4. HEALTH DEPARTMENT, Lori Kelley- 12:07PM Review of WIS Recommendations -Health Services Director

The Waggoner, Irwin, and Scheele (WIS) review and classification recommendation was received for the submitted position.

Dr. Clark Brittain, Health Officer, and Aurora DiOrio, Health Board President, presented. Committee discussion ensued. No public comment.

McKim moved to forward the position to Council with a positive recommendation and at 40 hours. Wiltz seconded.

Iversen called for a voice vote. Motion passed; Unanimous.

5. VETERANS AFFAIRS, Steve Miller- 12:20PM Review of WIS Recommendations -Veterans' Service Officer/Director

The Waggoner, Irwin, and Scheele (WIS) review and classification recommendation was received for the submitted position.

Steve Miller, Veteran's Service Officer/Director, and Angie Purdie, Commissioners' Administrator, presented. Committee discussion ensued. No public comment.

McKim moved to forward to Council with a positive recommendation. Wiltz seconded.

Iversen called for a voice vote. Motion passed; unanimous.

6. Public Defender's Office, Phyllis Emerick- 12:21PM Request to Review Job Descriptions -Executive Assistant -Investigator -Paralegal -Senior Investigator New Position -Senior Paralegal New Position -System Navigator New Position

Phyllis Emerick, Chief Deputy Public Defender, presented. Committee discussion ensued. No public comment.

McKim moved to forward the positions to WIS, prioritizing the Executive Assistant and Paralegal. Wiltz seconded.

APPROVAL OF SUMMARY MINUTES AS PRESENTED- 12:45PM October 1, 2024

Iversen asked for unanimous consent to approve the Summary Minutes for October 1, 2024. No objections.

Iversen called for a voice vote. Motion passed; unanimous.

8. ADJOURNMENT

Meeting adjourned at 12:46pm.

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The Summary Minutes of the Personnel Administration Committee (PAC) held on **November 8, 2024,** were presented and approved on **February 4, 2025.**

PERSONNEL ADMINISTRATIVE COMMITTEE

Aye Nay Abstain/Pass Not Present	Liz Feitl, Member
□Aye □Nay □Abstain/Pass □Not Present	Peter Iversen, Member
□Aye □Nay □Abstain/Pass □Not Present	Kate Wiltz, Member
ATTEST:	
Brianne Gregory, Auditor Monroe County, Indiana	Date

Waggoner • Irwin • Scheele

& Associates INC

MEMORANDUM

DATE: October 17, 2024

TO: Kim Shell, County Council Administrator

FROM: Lori Seelen and Nancy Norris

SUBJECT: Classification Requests – Courts

As requested, Waggoner, Irwin, Scheele, and Associates (WIS) reviewed the following four (4) classification requests for the Monroe County Courts.

1. Official Court Reporter

This is a reclassification request. The position is currently classified as PAT B Excluded. The job description has been updated and the position is responsible for overseeing Judge's Office, supervising personnel, scheduling court proceedings, maintaining evidence, and recording, reporting, and preparing records of proceedings. The position reports directly to the Presiding Judge.

According to information provided by department "Court reporters are now required to use E-Filing and input data into various programs, three additional specialty courts have been added, and the position supervises law clerks and additional programs."

Added job duties include: Supervising Judicial Law Clerks for the court; Scheduling, operating, and troubleshooting various audiovisual equipment for remote hearings; Monitoring and processing motions, proposed orders, reports, legal, medical, and other documents; Overseeing processed documents; Maintaining pleadings and letters; Managing numerous Electronic Filing and Odyssey Court queues; Processing, amending, and issuing orders in INCITE; Processing expungement requests and issuing Order of Expungements; Assisting Judge with duties involving special courts; and Requesting mental health evaluations, interpreter requests, extra courtroom requests, and jury panels.

No other changes were made to the job description.

We have assessed this position respective of other positions in the PAT job category and refactored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions. **<u>Recommendation</u>**: We factored the position at 410 PAT factor points. Therefore, it is recommended the position be reclassified at PAT C Excluded and paid within current salary range for PAT C positions.

2. <u>Associate Court Reporter</u>

This is a reclassification request. The position is currently classified as COMOT C Non-exempt. According to information provided by the department "courts have added three additional specialty courts which adds additional processing and entries. Automatic expungements are now required by State and require issuance of Orders in timely manner," The job description has been updated and the position is responsible for assisting assigned Judge, scheduling court proceedings, maintaining evidence, and recording, reporting, and preparing records of proceedings. The position reports directly to the Official Court Reporter.

Added job duties include: Scheduling, operating, and troubleshooting various audiovisual equipment for remote hearings; Monitoring and processing motions, proposed orders, reports, legal, medical, and other documents; Overseeing processed documents; Maintaining pleadings and letters; Managing numerous Electronic Filing and Odyssey Court queues; Processing, amending, and issuing orders in INCITE; Processing expungement requests and issuing Order of Expungements; Assisting Judge with duties involving special courts; and Requesting mental health evaluations, interpreter requests, extra courtroom requests, and jury panels.

No other changes were made to job description.

We have assessed this position respective of other positions in the COMOT job category and refactored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions.

<u>Recommendation</u>: We factored the position at 510 COMOT factor points. Therefore, it is recommended the position be reclassified at COMOT D Non-exempt and paid at the current COMOT D hourly rate.

3. Floating Associate Court Reporter

This is a reclassification request. The position is currently classified as COMOT C Non-exempt. According to information provided by the department "courts have added three additional specialty courts which adds additional processing and entries. Automatic expungements are now required by State and require issuance of Orders in timely manner," The job description has been updated and the position is responsible for assisting assigned Judge, scheduling court proceedings, maintaining evidence, and recording, reporting, and preparing records of proceedings. The position reports directly to the Court Administrator. Added job duties include: Scheduling, operating, and troubleshooting various audiovisual equipment for remote hearings; Monitoring and processing motions, proposed orders, reports, legal, medical, and other documents; Overseeing processed documents; Maintaining pleadings and letters; Managing numerous Electronic Filing and Odyssey Court queues; Processing, amending, and issuing orders in INCITE; Processing Dismissal Orders in criminal cases; Assisting Judge with duties involving special courts; and Requesting mental health evaluations, interpreter requests, extra courtroom requests, and jury panels.

No other changes were made to job description.

We have assessed this position respective of other positions in the COMOT job category and refactored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions.

<u>Recommendation</u>: We factored the position at 510 COMOT factor points. Therefore, it is recommended the position be reclassified at COMOT D Non-exempt and paid at the current COMOT D hourly rate.

4. Family Court Coordinator

This is a FLSA status review. The position is currently classified as FLSA exempt. However, the annual salary for the position will not meet the minimum salary threshold for exempt status effective January 1, 2025. Therefore, it is recommended the position be classified as non-exempt and treated as non-exempt for the purpose of calculating overtime.

Waggoner Irwin Scheele

& Associates INC

MEMO

DATE:	January 22, 2025
то:	Kimberly Shell, Council Administrator
FROM:	Lori Seelen and Nancy Norris
SUBJECT:	Classification Requests – Court System

As requested, Waggoner, Irwin, Scheele and Associates (WIS) reviewed the following nine (9) classification requests for Monroe County Court System.

The Department stated "the job description has not been updated since 2005 and the additional duties are not reflected on the current job descriptions."

1. Court Administrator

This is a job description update and classification review request. The position is currently titled Director of Court Services and classified at EXE B Exempt. The job description has been updated and the position is responsible for directing and supervising all fiscal, personnel, program, and policy matters of Monroe Court System. The position reports directly to the Presiding Judge.

Added job duties for the position include: Assessing operations, developing, maintaining and ensuring compliance; Monitoring departmental space; Overseeing and directing hiring processes; Performing duties of Financial Coordinator and/or Deputy Court Administrator in their absence; Preparing requests and presenting at meetings, budget sessions, and hearings; Reviewing staffing needs and job assignments; Maintaining Court website; Serving as second authentication for accounts payable claims; Reviewing and certifying monthly Title IV-D reimbursement paperwork; Overseeing and monitoring compliance for grants; Maintaining Board of Judges' checking account; Administering budget after approval; Researching grant funding opportunities; Coordinating with Deputy Court Administrator in preparation and updating of Local Rules; Receiving, reviewing, and filing incident reports; Working with Board of Judges on formulating policy and procedures and administering Court policies; and Engaging in emergency planning.

Removed job duties include: Assisting in creating budgets for Probation department; Approving all expenditures from the Court budget and presenting contracts to Commissioners; and Developing and establishing procedures for operating and maintaining required administrative systems.

One job requirement has been removed: Possession of a valid Indiana driver's license and demonstrated safe driving record.

<u>Recommendation</u>: It is recommended that the revised job description and title be approved, and the position remain classified at EXE B Exempt.

2. <u>Deputy Court Administrator</u>

This is a job description update and classification review request. The position is currently classified at PAT D Exempt. The job description has been updated and the position is responsible for providing and assisting with administrative, management, supervising, and technical support to Monroe Court System. The position reports directly to the Court Administrator.

Added job duties for the position include: Supervising interns; Assisting Court staff with user issues with software and/or tasks; Preparing new hire paperwork for technology access; Assisting Court Reporters with operation and troubleshooting of audiovisual equipment; Maintaining and stocking law library and Judges' chambers; Working with user groups regarding implementation of pilot projects and case management system updates; Maintaining Board of Judges' Checking account; Assisting with formulating policy and procedures and administering policies; Researching grant funding opportunities; Assisting with maintaining Court website; Coordinating in preparing and distributing Court System Annual Report, and Local Rules; and Preparing and submitting Judicial Liability insurances.

Job requirements removed include: Possession of a valid Indiana driver's license and demonstrated safe driving record; Must be at least age 21 years of age; and Must be an American citizen.

On job requirement has been added: Must be able to complete Court Management Program through national Center of State.

We have assessed this position respective of other positions in both the PAT and EXE job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for PAT and EXE positions.

<u>Recommendation</u>: The position fits best in the PAT category. Based on duties and requirements of position we factored the position at 500 PAT factor points. Therefore, it is recommended the position remain classified at PAT D Exempt. We also recommend the updated job description approved.

3. <u>Financial Coordinator</u>

This is a job description update and classification review request. The position is currently classified at PAT B Non-exempt. The job description has been updated and the position is responsible for managing and administering budget, payroll, procurement functions, and various other accounting related duties. The incumbent reports to Deputy Court Administrator.

Added duties for this position include: Performing duties of Public Service Coordinator in their absence or as assigned; Preparing and serving as first authentication for accounts payable claims; Reviewing and verifying payroll for Court System, Probation and Community Corrections; Monitoring employees' hours and benefits; Updating, monitoring, and maintaining database for Interpreter usage; Overseeing compliance of all departmental grants and monitoring grant budgets; Creating and maintaining databases and spreadsheets; Balancing and reconciling accounts and grant funds; Reviewing claims and vouchers for Probation and Community Corrections; Preparing, maintaining, and forwarding new hire paperwork; Preparing and submitting monthly Title IV-D reimbursement information; Submitting Employer Contribution Self Insurance; Assisting with preparing and administering budgets; Reviewing, recommending and updating policies and procedures regarding financial management and personnel matters; and Maintaining repair and maintenance contracts, ordering repairs on office equipment, and recommending renewal of service contracts.

Removed job duties include: Monitoring, analyzing, and reporting all grant funding requests; Reviewing, recommending, and communicating Court policies and procedures regarding personnel matters; Supervising assigned interns; Maintaining Board of Judges' checking account; and Serving as Administrator for Microsoft Outlook suite.

Job requirements for this position have been updated to include: Master's degree preferred.

We have assessed this position respective of other positions in the PAT job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for PAT positions.

<u>Recommendation</u>: We factored the position at 405 PAT factor points. Therefore, it is recommended that the position be re-classified at PAT C Non-exempt and compensated within the PAT C pay range.

4. <u>Case Management Coordinator</u>

This is a job description update and classification review request. The position is currently classified at PAT B Non-exempt. The job description has been updated and the position is responsible for analyzing, evaluating, and reporting a variety of statistical court information and assisting the public. The incumbent reports to Deputy Court Administrator.

Added duties for this position include: Assisting Court staff with user issues related to software and/or tasks; Assisting Court Reporters with operation and troubleshooting of audiovisual equipment for remote hearings; Maintaining contact with courts and correctional facilities; Communicating and making appointments with psychiatrists and psychologists for court-ordered mental health evaluations; and Reviewing and recommending court procedures and policies regarding expungement procedures.

Removed job duties include: Supervising public restitution workers; and Serving as liaison between Correctional Facilities, Prosecuting Attorney, and Court Offices.

Job requirements for this position have been updated to include: Master's degree preferred.

We have assessed this position respective of other positions in the PAT job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for PAT positions.

<u>Recommendation</u>: We factored the position at 425 PAT factor points. Therefore, it is recommended that the position be re- classified at PAT C Non-exempt and compensated within the PAT C pay range.

5. <u>Court Programs Coordinator</u>

This is a job description update and classification review request. The position is currently classified at PAT B Non-exempt. The job description has been updated and the position is responsible for providing court support services, and planning and coordinating various court programs, such as Jury Management. The incumbent reports to Deputy Court Administrator.

Added duties for this position include: Maintaining contact with Courts regarding requests for Court Interpreters; Coordinating with the Courts to monitor status of jury trials and determining approximate number of potential jurors needed; Managing jury management system; Accessing computerized case management systems and databases; Preparing and mailing questionnaires and summons for jury service; Preparing on-call recordings with reporting instructions; Answering questions in-person and over phone from jurors, the public and court personnel; Preparing and distributing jury panels; Checking in jurors for orientations; Providing support and assistance to jurors; Assisting Bailiff and Court staff with ensuring jury needs; Providing support and assistance to jurors during jury sequestering; Preparing claims for juror fees and reimbursement checks; and Researching, recommending, implementing changes to jury rules, compensation and mileage costs.

Removed job duties include: Identifying and resolving software problems and assigning computer rights; Serving on JBCC Board; Overseeing and coordinating personnel system; Serving as member of County's Personnel Committee; and Occasionally supervising interns and/or public restitution workers.

We have assessed this position respective of other positions in the PAT job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for PAT positions.

<u>Recommendation</u>: We factored the position at 425 PAT factor points. Therefore, it is recommended that the position be re-classified at PAT C Non-exempt and compensated within the PAT C pay range.

6. <u>Public Service Coordinator</u>

This is a job description update and classification review request. The position is currently classified at COMOT B Non-exempt. The job description has been updated and the position is responsible for providing court related information to the public and providing administrative support and clerical assistance. The incumbent reports to Deputy Court Administrator.

Added duties for this position include: Performing duties of Court Programs Coordinator in their absence or as assigned; Maintaining Search Warrant/Probable Cause Log; Serving as first contact person between the Courts and Bailiffs when security issues arise; Monitoring and replenishing forms and supplies; Ordering repairs on office equipment; and Coordinating and assigning use of Judicial Conference Room, Attorney Conference Rooms, and Jury Rooms.

Removed duties for this position include: Performing Jury Coordinator duties as necessary; Preparing duplicates of all Court tapes; and Maintaining and stocking law library and Judges' chambers with updated and new law books.

We have assessed this position respective of other positions in the COMOT job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

<u>Recommendation</u>: We factored the position at 385 PAT factor points. Therefore, it is recommended that the position be re-classified at COMOT C Non-exempt and compensated within the COMOT C pay range.

7. <u>Supervising Bailiff</u>

This is a job description update and classification review request. The position is currently classified at POLE B Non-exempt. The job description has been updated and the position is responsible for supervising assigned staff, providing court security in Monroe County Justice Facilities, and protecting judges, jurors, other court officials/personnel, County employees and the public. The incumbent reports to Deputy Court Reporter.

Added duties for this position include: Enforcing courtroom rules and procedures, removing disruptive individuals; Escorting judges; Developing, implementing, reviewing, and updating building security procedures; Coordinating with appropriate personnel regarding fire alarm disarmament and performing walk-through patrols; Serving as first point of contact in emergency and medical situations; Serving Monroe County warrants in Monroe County Justice Facilities, and remanding individuals to Correctional Center; Ensuring proper handling of defendants; Detaining and securing juveniles; Providing Initial Hearing and/or Change of Plea paperwork to defendants; Notifying Court Administrator when defendant requires an interpreter; Preparing incident reports for issues within assigned justice facilities; Reviewing incident report prepared by Court Bailiff; and Providing monthly job statistics.

Removed duties for this position include: Maintaining uniformed appearance in court and responding to in-court problems such as escape attempts, disruptive conduct, and hostilities; Assuring proper security for high-risk trials; and Occasionally assisting with training and coordinating duties of new Court Bailiffs.

One job requirement has been added: Must be able to qualify annually with approved agency to maintain certification.

We have assessed this position respective of other positions in the POLE job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for POLE positions.

<u>Recommendation</u>: We factored the position at 435 PAT factor points. Therefore, it is recommended that the position be re-classified at POLE C Non-exempt and compensated within the POLE C pay range.

8. <u>Court Bailiff</u>

This is a job description update and classification review request. The position is currently classified at POLE A Non-exempt. The job description has been updated and the position is responsible for providing court security in Monroe County Justice Facilities and assisting and protecting Judges, jurors, other court officials/personnel, and the public. The incumbent reports to Supervising Bailiff.

Added duties for this position include: Performing duties of Supervising Bailiff in their absence; Provides adequate security measures; Escorting parties in protective order cases and hearings/trials of high-profile; Enforcing building security procedures; Complying with use of force policy, firearms policy, duty assignments, and instructions; Performing walk-through patrols; Serving as first point of contact in emergency and medical situations; Serving Monroe County warrants in Monroe County Justice Facilities and remanding individuals; Detaining and securing juveniles as directed; Providing Initial Hearing and/or Change of Plea paperwork to defendants; Notifying Court Administration when defendant requires an Interpreter; and Preparing incident reports.

Removed duties for this position include: Assisting with training and coordinating duties of new Court Bailiffs; and Serving on Justice Building Security Committee.

Added job requirements include: Must be able to qualify annually with approved agency to maintain certification; and Possession of and/or ability to obtain and maintain CPR and defibrillator certification from an approved agency.

We have assessed this position respective of other positions in the POLE job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for POLE positions.

<u>Recommendation</u>: We factored the position at 395 PAT factor points. Therefore, it is recommended that the position be re-classified at POLE B Non-exempt and compensated within the POLE B pay range.

9. Court Bailiff PT

This is a job description update and classification review request. The Part-time position is currently classified at POLE A Non-exempt. The job description has been updated and the position is responsible for providing court security in Monroe County Justice Facilities and assisting and protecting Judges, jurors, other court officials/personnel, and the public. The incumbent reports to Supervising Bailiff.

Added duties for this position include: Performing duties of Supervising Bailiff in their absence; Provides adequate security measures; Escorting parties in protective order cases and hearings/trials of high-profile; Enforcing building security procedures; Complying with use of force policy, firearms policy, duty assignments, and instructions; Performing walk-through patrols; Serving as first point of contact in emergency and medical situations; Serving Monroe County warrants in Monroe County Justice Facilities and remanding individuals; Detaining and securing juveniles as directed; Providing Initial Hearing and/or Change of Plea paperwork to defendants; Notifying Court Administration when defendant requires an Interpreter; and Preparing incident reports.

Removed duties for this position include: Assisting with training and coordinating duties of new Court Bailiffs; and Serving on Justice Building Security Committee.

Added job requirements include: Must be able to qualify annually with approved agency to maintain certification; and Possession of and/or ability to obtain and maintain CPR and defibrillator certification from an approved agency.

We have assessed this position respective of other positions in the POLE job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for POLE positions.

<u>Recommendation</u>: We factored the position at 395 PAT factor points. Therefore, it is recommended that the position be re-classified at POLE B Non-exempt and compensated within the POLE B hourly rate for Part-time positions.

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Associate Court Reporter
DEPARTMENT:	Courts
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	COMOT D (Computer, Office Machine Operation, Technician)

DATE WRITTEN: September 1991	STATUS: Full-time
DATE REVISED: February 2021, October 2024	FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Associate Court Reporter for the Monroe County Courts, responsible for assisting assigned Judge, scheduling court proceedings, maintaining evidence, and recording, reporting, and preparing records of proceedings.

DUTIES:

Records courtroom proceedings as scheduled and composes entries for Chronological Case Summaries (CCS) and/or written orders. Develops and maintains standard docket minutes, including abstracts of sentences to the Department of Corrections, issuance and/or cancellation of warrants and writs of attachment, and orders to transport defendants. Notifies necessary parties of court entries, rulings, and scheduled hearings as required.

Enters accurate case information into the Case Management System on a timely basis, and prepares transcripts as requested, in accordance with local rules and appellate law.

Compiles and prepares files for court proceedings, including preparing information sheets, assuring accuracy and completeness of documentation, and correcting discrepancies as necessary.

Maintains and updates court calendar, scheduling and re-scheduling trials and hearings. Maintains, secures and continually updates department files, records, evidence, and exhibits pursuant to State guidelines.

Schedules, operates, and troubleshoots various audiovisual equipment necessary to conduct remote hearings through platforms such as Zoom and Teams.

Reviews daily arrest list and identifies defendants who require further court proceedings, assuring arraignments are in accordance with State statute.

Prepares and processes correspondence, pleadings, and variety of court and office documents.

Monitors and processes motions, proposed orders, reports, legal, medical, and other documents into systems. Oversees processed documents to ensure accuracy of delivery to appropriate work queues.

Maintains pleadings and letters filed through E-filing system.

Manages numerous Electronic Filing and Odyssey Court queues ensuring documents are provided in timely manner.

Processes, amends, and issues orders in Indiana Court Information Technology Extranet (INCITE) to interface with Odyssey Case Management System, local law enforcement, BMV, and State and Federal databases.

Processes expungement requests and issues Order of Expungements accordingly.

Answers telephone, responding to inquiries, providing information and assistance, directing callers to appropriate individual or department, and/or screening callers for Judge.

Maintains communication with personnel and officials from other government and law enforcement agencies for a variety of purposes, including warrant cancellation, transport orders, commitment orders, and abstracts to the Department of Corrections.

Maintains communication with Court Administration Office to request mental health evaluations, interpreter requests, extra courtroom requests, and jury panels.

Assists Judge with duties involving special courts, such as Drug Treatment Court, Veterans Court, Mental Health Court, Re-Entry Court, and Family Court.

Coordinates services of special Judges, Senior Judges, and Pro Tempores. Communicates with personnel from other Counties to schedule judicial caseloads in other jurisdictions.

Attends and participates in Court Reporters' meetings, reviewing policies and procedures, and sharing professional information as appropriate. Serves on Department and/or County Committees as directed and attends staff development training, workshops, and/or seminars as required.

Performs duties of Official Court Reporter as necessary and assists other Court Reporters on special projects as needed. Assists Official Court Reporter with providing training/instruction for new staff members and delegating work assignments as necessary.

Performs Court Bailiff duties as assigned, including monitoring and supervising jurors and acting as liaison between jurors and Judge.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE with prior legal experience preferred.

Thorough knowledge of all court proceedings, with ability to properly record proceedings, and prepare and update Chronological Case Summaries and written orders as required.

Thorough knowledge of appellate law, with ability to prepare and file trial transcripts accordingly.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed written reports and legal documents as required.

Knowledge of standard policies and practices of the judicial office, with ability to effectively apply appropriate procedures to regular and recurring duties.

Knowledge of legal terminology and Monroe County legal and court system policies and practices as prescribed in the Local Rules, and ability to communicate with and assist government and law-enforcement agencies as necessary.

Ability to type with speed and accuracy and properly operate standard office equipment, such as computer, calculator, transcriber/dictaphone, fax machine, telephone, copier, and courtroom audio and visual recording equipment.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from courts, law enforcement and other government agencies, other County jails and courts, Department of Child Services, hospitals, news media, 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.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including frequent encounters with hostile/argumentative persons. Maintains professional demeanor while encountering sensitive, private, disturbing subject matters while in courtroom.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compare or observe similarities and difference between data, people, or things. Ability to coordinate information and make determinations.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to apply knowledge of people and locations, plan and layout assigned work projects.

Ability to regularly work extended and/or evening hours as required.

II. <u>RESPONSIBILITY</u>:

Incumbent performs duties according to a flexible, customary routine, with priorities determined by service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily detected or prevented through legally defined procedures and notification from other departments, agencies or the public. Undetected errors could adversely affect court proceedings, resulting in mistrials, wrongful incarceration, lawsuits, and/or loss of time, embarrassment, or inconvenience to court personnel or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials from courts, law enforcement and other government agencies, other County jails and courts, Department of Child Services, hospitals, news media, and the public for purposes of coordinating service, providing assistance, and requesting and providing court-related information.

Incumbent reports directly to Official Court Reporter.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in a courtroom, involving sitting for long periods, keyboarding, lifting/carrying objects weighing up to 50 pounds, reaching, bending, crouching/kneeling, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/argumentative individuals.

Incumbent is regularly required to work extended and/or evening hours.

V. OTHER:

Court Reporters, by statute, are required to prepare transcripts and submit appellate records to the Indiana Court of Appeals. The Federal Government, in 1996, passed and signed into law the Court Reporter Exemption to the Fair Labor Standards Act. In summary, that legislation exempts court reporters from counting the time spent preparing transcripts in calculation of their work hours, and excludes the monies collected from consideration of court reporter salaries.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Associate Court Reporter for the Monroe County Courts 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Floating Associate Court Reporter
DEPARTMENT:	Courts
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	COMOT D (Computer, Office Machine Operation, Technician)

DATE WRITTEN: October 2005	STATUS: Full-time
DATE REVISED: February 2021, October 2024	FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Floating Associate Court Reporter for the Monroe County Courts, responsible for assisting assigned Judge, scheduling court proceedings, maintaining evidence, and recording, reporting, and preparing records of proceedings.

DUTIES:

Records courtroom proceedings as scheduled and composes entries for Chronological Case Summaries (CCS) and/or written orders. Develops and maintains standard docket minutes, including abstracts of sentences to the Department of Corrections, issuance and/or cancellation of warrants and writs of attachment, and orders to transport defendants. Notifies necessary parties of court entries, rulings, and scheduled hearings as required.

Enters accurate case information into the Case Management System on a timely basis, and prepares transcripts as requested, in accordance with local rules and appellate law.

Compiles and prepares files for court proceedings, including preparing information sheets, assuring accuracy and completeness of documentation, and correcting discrepancies as necessary.

Maintains and updates court calendar, scheduling and re-scheduling trials and hearings. Maintains, secures and continually updates department files, records, evidence, and exhibits pursuant to State guidelines.

Schedules, operates, and troubleshoots various audiovisual equipment necessary to conduct remote hearings through platforms such as Zoom and Teams.

Reviews daily arrest list and identifies defendants who require further court proceedings, assuring arraignments are in accordance with State statute.

Prepares and processes correspondence, pleadings, and variety of court and office documents. Monitors and processes motions, proposed orders, reports, legal, medical, and other documents into systems. Oversees processed documents to ensure accuracy of delivery to appropriate work queues. Maintains pleadings and letters filed through E-filing system. Manages numerous Electronic Filing and Odyssey Court queues ensuring documents are provided in timely manner.

Processes, amends, and issues orders in Indiana Court Information Technology Extranet (INCITE) to interface with Odyssey Case Management System, local law enforcement, BMV, State and Federal databases.

Processes Dismissal Orders in criminal cases that are eligible for automatic expungement, after dismissal is ordered, sets time standard for court.

Answers telephone, responding to inquiries, providing information and assistance, directing callers to appropriate individual or department, and/or screening callers for Judge.

Maintains communication with personnel and officials from other government and law enforcement agencies for a variety of purposes, including warrant cancellation, transport orders, commitment orders, and abstracts to the Department of Corrections.

Maintains communication with Court Administration Office to request mental health evaluations, interpreter requests, extra courtroom requests, and jury panels.

Assists Judge with duties involving special courts, such as Drug Treatment Court, Veterans Court, Mental Health Court, Re-Entry Court, and Family Court.

Coordinates services of special Judges, Senior Judges, and Pro Tempores. Communicates with personnel from other Counties to schedule judicial caseloads in other jurisdictions.

Attends and participates in Court Reporters' meetings, reviewing policies and procedures, and sharing professional information as appropriate. Serves on Department and/or County Committees as directed and attends staff development training, workshops, and/or seminars as required.

Assists other Court Reporters on special projects as needed. Assists Official Court Reporter with providing training/instruction for new staff members and delegating work assignments as necessary.

Performs Court Bailiff duties as assigned, including monitoring and supervising jurors and acting as liaison between jurors and Judge.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE with prior legal experience preferred.

Thorough knowledge of all court proceedings, with ability to properly record proceedings, and prepare and update Chronological Case Summaries and written orders as required.

Thorough knowledge of appellate law, with ability to prepare and file trial transcripts accordingly.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed written reports and legal documents as required.

Knowledge of standard policies and practices of the judicial office, with ability to effectively apply appropriate procedures to regular and recurring duties.

Knowledge of legal terminology and Monroe County legal and court system policies and practices as prescribed in the Local Rules, and ability to communicate with and assist government and law-enforcement agencies as necessary.

Ability to type with speed and accuracy and properly operate standard office equipment, such as computer, calculator, transcriber/dictaphone, fax machine, telephone, copier, and courtroom audio and visual recording equipment.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from courts, law enforcement and other government agencies, other County jails and courts, Department of Child Services, hospitals, news media, 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.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including frequent encounters with hostile/argumentative persons. Maintains professional demeanor while encountering sensitive, private, disturbing subject matters while in courtroom.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compare or observe similarities and difference between data, people, or things. Ability to coordinate information and make determinations.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to apply knowledge of people and locations, plan and layout assigned work projects.

Ability to regularly work extended and/or evening hours as required.

II. <u>RESPONSIBILITY</u>:

Incumbent performs duties according to a flexible, customary routine, with priorities determined by service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. On rare occasions, decisions are made in the absence of specific policies and procedures, and/or guidance from supervisor. Errors in work are primarily detected or prevented through legally defined procedures and notification from other departments, agencies or the public. Undetected errors could adversely affect court proceedings, resulting in mistrials, wrongful incarceration, lawsuits, and/or loss of time, embarrassment, or inconvenience to court personnel or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials from courts, law enforcement and other government agencies, other County jails and courts, Department of Child Services, hospitals, news media, and the public for purposes of coordinating service, providing assistance, and requesting and providing court-related information.

Incumbent reports directly to the Deputy Court Administrator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in a courtroom, involving sitting for long periods, keyboarding, lifting/carrying objects weighing up to 50 pounds, reaching, bending, crouching/kneeling, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/argumentative individuals.

Incumbent is regularly required to work extended and/or evening hours.

V. OTHER:

Court Reporters, by statute, are required to prepare transcripts and submit appellate records to the Indiana Court of Appeals. The Federal Government, in 1996, passed and signed into law the Court Reporter Exemption to the Fair Labor Standards Act. In summary, that legislation exempts court reporters from counting the time spent preparing transcripts in calculation of their work hours, and excludes the monies collected from consideration of court reporter salaries.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Floating Associate Court Reporter for the Monroe County Courts 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Official Court Reporter
DEPARTMENT:	Courts
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	PAT C (<i>Professional, Administrative, Technological</i>)

DATE WRITTEN: April 1991 DATE REVISED: February 2021, October 2024

STATUS: Full-time FLSA STATUS: Excluded

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Official Court Reporter for the Monroe County Courts, responsible for overseeing Judge's Office, supervising personnel, scheduling court proceedings, maintaining evidence, and recording, reporting, and preparing records of proceedings.

DUTIES:

Supervises assigned personnel, including administering personnel programs and procedures, maintaining personnel records, providing training and orientation, making work assignments, evaluating performance, maintaining discipline and providing corrective instruction as warranted, analyzing workload and reviewing position responsibilities, recommending increases/decreases in staff, conducting hiring interviews, and updating supervisor and staff of organizational developments.

Supervises Judicial Law Clerks for the court and communicates with the Court Administration Office for completion of hiring paperwork and payroll information.

Ensures proper functioning of assigned Court/Judge's Office, including assigning and balancing workloads, scheduling and determining priorities, maintaining and securing all court records, oral evidence, and exhibits, and assessing, developing, and/or implementing changes in standard procedures as required.

Schedules and/or performs recording of courtroom proceedings, including composing entries for Chronological Case Summaries and/or written orders accordingly. Updates docket minutes and record books, notifying appropriate parties of Court's entries, rulings, and additional hearings, and assuring accurate and timely preparation of appropriate transcripts and appellate records.

Schedules, operates, and troubleshoots various audiovisual equipment necessary to conduct remote hearings through platforms such as Zoom and Teams.

Ensures appropriate public relations for assigned Court/Judge's Office, including responding to and communicating with attorneys, law-enforcement personnel, State agencies, news reporters, and the public.

Serves as Executive Secretary to Supervising Court Judge, including scheduling appointments, maintaining and reviewing office files, composing and/or transcribing correspondence, and preparing legal documents, such as orders, entries, and court correspondence.

Serves as a personal staff member to assigned Judge, completing all management directives as required.

Creates annual court calendar and continually updates case calendar for assigned Court, scheduling trials and hearings, and issuing notices as required. Reviews active case files to assure accuracy, completeness, and compliance with all rules, regulations, and procedural requirements.

Monitors and processes motions, proposed orders, reports, legal, medical, and other documents into systems. Oversees processed documents to ensure accuracy of delivery to appropriate work queues. Maintains pleadings and letters filed through E-filing system.

Manages numerous Electronic Filing and Odyssey Court queues ensuring documents are provided in timely manner.

Processes, amends, and issues orders in Indiana Court Information Technology Extranet (INCITE) to interface with Odyssey Case Management System, local law enforcement, BMV, State and Federal databases.

Processes expungement requests and issues Order of Expungements accordingly.

Serves as primary contact for assigned Court/Supervisory Judge's Office, answering telephone and greeting office visitors, responding to inquiries, providing information and assistance, and directing callers to appropriate personnel or department. Screens callers for Judge as appropriate.

Assists Judge with duties involving special courts, such as Drug Treatment Court, Veterans Court, Mental Health Court, Re-Entry Court, and Family Court.

Maintains communication with Court Administration Office to request mental health evaluations, interpreter requests, extra courtroom requests, and jury panels.

Assists Supervising Judge with duties related to judicial committees, boards, and associations, and represent Judge at meetings and related functions as directed.

Communicates with personnel and officials from other Indiana Counties to schedule Judge for cases in other jurisdictions, maintaining appropriate income records and other information as directed.

Completes payroll sheets for assigned court/Judge's Office and monitors office supply levels, submitting forms and requests to Financial Coordinator as required.

Maintains communication with personnel and officials from other government and law-enforcement agencies purposes of preparing court subpoenas and warrants, and provision of court records and documents as requested.

Assists with preparing and administering annual budget for assigned Court/Judge's Office.

Performs quarterly count of pending cases, verifying count with Supreme Court Report, and resolving discrepancies as needed. Compiles and maintains statistics accordingly.

Assists other Official Court Reporters with special projects and serves on Department and County Committees as directed.

Attends regular meetings with other Court Reporters to review policies and procedures and share professional information. Attends staff development training, workshops, and/or seminars as needed.

Serves as Meeting Chair, Secretary, or Representative to Board of Judges as needed.

Performs various duties of Court Bailiff as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or HSE, with prior experience as a legal secretary preferred.

Thorough knowledge of Monroe County legal and court system, including legal terminology, official court policies and practices, and standard procedures.

Thorough knowledge of standard policies and practices of assigned Court/Judge's Office, with ability to effectively schedule, organize, coordinate, develop, and/or implement new office procedures to ensure proper and efficient operations.

Thorough knowledge of all court proceedings, with ability to ensure proper recording of proceedings, prepare and update Chronological Case Summaries and written orders as required.

Working knowledge of and ability to communicate with and assist government and law enforcement agencies as needed.

Working knowledge of and the ability to assist with preparing and administering budgets.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed written reports and legal documents as required. Working knowledge of appellate law, with ability to prepare trial transcripts accordingly.

Ability to supervise assigned personnel, including administering personnel programs and procedures, maintaining personnel records, providing training and orientation, making work assignments, evaluating performance, maintaining discipline and providing corrective instruction as warranted, analyzing workload and reviewing position responsibilities, recommending increases/decreases in staff, conducting hiring interviews, and updating supervisor and staff of organizational developments.

Ability to type with speed and accuracy and properly operate standard office equipment, such as computer, calculator, transcriber/dictaphone, fax machine, telephone, copier, and courtroom audio and visual equipment.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from courts, law enforcement and other government agencies, other County jails and courts, Department of Child Services, hospitals, news media, 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.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including frequent encounters with hostile/argumentative persons. Maintains professional demeanor while encountering sensitive, private, disturbing subject matters while in courtroom.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compute and perform arithmetic operations, related to preparing budgets, calculating payroll expenses, and maintaining office inventory.

Ability to compile statistics, analyze and evaluate data, and make determinations.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to apply knowledge of people and locations, and plan and layout assigned work projects.

Ability to regularly work extended hours and occasionally work evening and/or weekend hours and travel out of town for training, but not overnight.

II. DIFFICULTY OF WORK:

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another.

III. <u>RESPONSIBILITY</u>:

Incumbent assures proper functioning of assigned Court and Judge's Office with priorities determined by service needs of the public. Assignments are guided by broad policies and/or general objectives, with incumbent referring to supervisor when interpretations of department policies, programs, or expenditures are thought necessary. Frequently, decisions are made which are restricted only by organization-wide policies, with minimal guidance from supervisor. Errors in work are primarily detected or prevented through legally defined procedures or notification from other departments, agencies, or the public. Undetected errors could adversely affect court proceedings, resulting in mistrials, wrongful incarceration, lawsuits, and/or loss of time, embarrassment, or inconvenience to court personnel or the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials from courts, law enforcement and other government agencies, other County jails and courts, Department of Child Services, hospitals, news media, and the public for purposes of coordinating services, requesting and providing court-related information, and assuring compliance with all court/legal requirements.

Incumbent reports directly to Presiding Judge.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in a courtroom, involving sitting for long periods, keyboarding, lifting/carrying objects weighing up to 50 pounds, reaching, bending, crouching/kneeling, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/argumentative individuals.

Incumbent is regularly required to work extended hours and occasionally work evening and/or weekend hours and travel out of town for training, but not overnight.

V. OTHER:

Incumbent serves as personal staff of the elected Judge as an appointee of the Judge and serves at the pleasure of the Judge. Court Reporters, by statute, are required to prepare transcripts and submit appellate records to the Indiana Court of Appeals. The Federal Government, in 1996, passed and signed into law the Court Reporter Exemption to the Fair Labor Standards Act. In summary, the legislation exempts court reporters from counting the time spent preparing transcripts in calculation of their work hours, and excludes the monies collected from consideration of court reporter salaries.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Official Court Reporter for the Monroe County Courts 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Case Management Coordinator
DEPARTMENT:	Court System
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	PAT C (Professional, Administrative, Technological)

DATE WRITTEN: September 1991	STATUS: Full-time
DATE REVISED: February 2021, January 2025	FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Case Management Coordinator for the Monroe County Court System, responsible for analyzing, evaluating, and reporting a variety of statistical court information and assisting the public.

DUTIES:

Performs duties of Public Service Coordinator and Court Programs Coordinator during their absences or as assigned.

Compiles data utilizing daily arrest lists and defendants in custody report and distributes to appropriate parties ensuring compliance with State criminal statutes and system efficiencies.

Assists Court staff with court related software user issues and/or tasks, including but not limited to Odyssey, e-filing, Incite, FTR recording, Judges management software, and Spillman.

Assists Court Reporters with operation and troubleshooting of various audiovisual equipment necessary to conduct remote hearings through platforms, such as Teams and/or Zoom.

Maintains contact with courts and correctional facilities, including but not limited to Department of Corrections to facilitate scheduling of video and telephonic conferencing.

Communicates and makes appointments with psychiatrists and psychologists for court-ordered mental health evaluations. Ensures evaluation reports are received and provided to appropriate parties in a timely manner. Provides documentation for invoice payments.

Reviews and recommends court procedures and policies regarding expungement procedures to Court Administrator and Board of Judges. Updates policies and procedures as approved and distributes information to Courts and appropriate parties.

Monitors case assignment and flow and prepares monthly management reports. Researches and recommends system improvements to Director of Court Services and Board of Judges.

Assists with development, analysis, and management of special projects.

Compiles statistical data, analyzes trends, and identifies system dysfunctions and submits statistical reports as required.

Serves on Department and/or County committees and attends staff development training, workshops, and/or seminars as directed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree with an emphasis in judicial administration, management, statistics, planning or related field or equivalent experience working in a professional position with court operations/ administration. Master's Degree preferred.

Thorough knowledge of statutes and standard procedures of civil, criminal, domestic, juvenile and probate cases of Monroe Court System.

Thorough knowledge of computer software used by Courts, including, but not limited to, WordPerfect, Microsoft applications, Incite through Jury Management, Odyssey Case Management System, FTR Recording software, Excel, and Spillman.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Ability to properly operate standard office equipment, such as computer, telephone, calculator, fax machine, copier, recording equipment, and hearing-impaired equipment.

Ability to effectively communicate orally and in writing with co-workers, other County departments, judges, personnel and officials from courts, Department of Corrections, various correctional facilities, law enforcement and other government agencies, vendors, psychiatrists, psychologists, 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.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct. Ability to compute and perform arithmetic calculations and prepare statistical reports.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to compare and observe similarities and differences between data, people, or things, compile, analyze and evaluate data and make determinations.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to plan and layout assigned work projects, read/interpret detailed printouts, specifications, and reports.

Ability to occasionally work extended hours and travel out of town for conferences, sometimes overnight.

II. <u>DIFFICULTY OF WORK</u>:

Incumbent performs duties that are broad in scope and impact, involving many variables and considerations. Incumbent exercises independent judgment in interpreting and applying Indiana statute, rules of court, and legal precedent to specific situations.

III. <u>RESPONSIBILITY</u>:

Incumbent performs duties in accordance with standard practices and procedures and applicable guidelines, exercising judgment to analyze, evaluate and make recommendations for efficient and effective case management. Work is guided by policies and procedures established by the Monroe County Court System and Board of Judges, and unusual problems are discussed with immediate supervisor. Work is reviewed primarily for adherence to policies and procedures, soundness of judgment, and technical accuracy.

IV. <u>PERSONAL WORK RELATIONSHIPS</u>:

Incumbent maintains frequent contact with co-workers, other County departments, judges, personnel and officials from courts, law enforcement and other government agencies, Department of Corrections, various correctional facilities, vendors, psychiatrists, psychologists, and the public for purposes of exchanging information, and rendering service.

Incumbent reports directly to Deputy Court Administrator.

V. <u>PHYSICAL EFFORT AND WORK ENVIRONMENT</u>:

Incumbent performs a majority of duties in a standard office environment, involving sitting for long periods, sitting/standing/walking at will, lifting/carrying objects weighing less than 25 pounds, keyboarding, bending, reaching, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/argumentative individuals.

Incumbent is occasionally required to work extended hours and travel out of town for conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Case Management Coordinator for the Monroe County Courts System 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:Court AdministratorDEPARTMENT:Court SystemWORK SCHEDULE:As AssignedJOB CATEGORY:EXE B (Executive)

DATE WRITTEN: April 1991 DATE REVISED: February 2021, January 2025

STATUS: Full-time FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Court Administrator for the Monroe County Court System, responsible for directing and supervising all fiscal, personnel, program, and policy matters of Monroe Court System.

DUTIES:

Supervises assigned personnel, including but not limited to reviewing staffing needs, job assignments, recommending increases/decreases in staff, changes in position responsibilities, salaries, personnel actions such as recommending promotions, demotions, or transfers. delegating work assignments, ensuring staff coverage, approving time off requests and schedules, monitoring employee benefit time, establishing goals, reviewing work, conducting performance evaluations, making decisions regarding general and/or individual problems and providing corrective instructions. Reviews balance workflow logistics and recommends changes when necessary.

Oversees and directs daily administration and operation of Court administrative activities. Assesses operations, develops, maintains and ensures compliance. Monitors departmental space needs to maximize efficient use of space, planning and organizing administrative services, determining organizational requirements, and planning office layout and workflow of Court administrative activities.

Oversees and directs hiring process for Court administration and security including advertising vacancies, completing pre-employment screenings and background checks, conducting interviews, and making hiring recommendations. Provides new employee orientation and training and completing new hire paperwork for submission for Employee Services Department.

Reviews Department personnel files and employee records, including but not limited to updating status change forms, processing longevity payments, and salary step increases as required.

Performs duties of Financial Coordinator and/or Deputy Court Administrator in their absence.

Prepares and distributes financial, statistical, and other reports as required.

Designs, implements, analyzes, and evaluates case flow management systems, including preparing and monitoring management, statistical information and reports, conducting research and studies, and making recommendations on findings. Monitors case progress, assuring compliance with adopted

standards and supervising preparation of annual court calendar, including scheduling of cases and distribution of court orders.

Prepares requests and presents at County Council and Board of Commissioner meetings, budget sessions, and hearings, including providing supporting information and documents.

Maintains Court website, including but not limited to updating webpage and ensuring information is accurate and accessible. Manages and updates Microsoft Outlook for the Courts as required.

Serves as second authentication for accounts payable claims, including tracking checks, and ensuring submission to Auditor for processing.

Reviews and certifies monthly Title IV-D reimbursement paperwork prior to submission to Indiana Department of Child Services.

Researches grant funding opportunities related to Court administration and security. Creates and writes grant applications. Oversees Department's compliance and requirements for grant funding, including but not limited to reviewing approving required reports and reapplications. Monitors expenditures, including preparing and processing claims, balancing and reconciling grant funds. Maintains communications with funding agencies as needed. Coordinates with Deputy Court Administrator with preparation of Monroe Court System Annual Report, including distributing report to proper personnel and departments.

Maintains Board of Judges' checking account, writing checks, requesting, monitoring, and making deposits, and reconciling account statements as directed. Prepares and provides written and/or oral reports to Presiding Judge as requested.

Prepares and submits annual budgets for the Court and law library. Administers budget after approval, including monitoring and updating as needed, creating, maintaining, and monitoring ledger and cash balances, providing fiscal projections and recommendations for appropriate allocation of funds. Prepares, presents budgetary reports such as transfers, additional appropriations, and changes in salary ordinance as needed.

Coordinates with Deputy Court Administrator with preparation and updating of Local Rules and ensures timely submission to Indiana Supreme Court.

Coordinates with Court Administration Office staff regarding jury management, including but not limited to estimating number of jurors needed, determining methods and procedures for selection, summoning, payment, and sequestration.

Receives, reviews, and files incident reports prepared by Court Bailiff or Justice Facilities staff.

Reviews operations, procedures, and receives feedback and input from Board of Judges, attorneys, public, and private agencies to ensure efficient administrative services.

Works with Board of Judges on formulating policy and procedures and administers policies accordingly. Formulates and establishes non-judicial policies and procedures for orderly administration of justice in Monroe County. Communicates with Office of Judicial Administration and Indiana Office of Court Services for the Courts.

Directs development of administrative programs and special projects required to achieve objectives of the Court.

Coordinates with parties on completion of necessary renovation and repair projects for Court administration and Courts.

Engages in emergency planning, working closely with Homeland Security and Board of Commissioners to create and implement an Emergency Continuity Plan for the Court.

Represents the Court in meetings with individuals or groups representing civic or business organizations and attends speaking engagements and ceremonies as a representative of the Court. Communicates with citizens, professional organizations, and other County departments to further the public relations aspect of departmental activities.

Conducts regular meetings with assigned personnel and meets individually with supervisors and/or other staff members as requested.

Maintains current knowledge of changing trends in legislation, court administration, and court future tendencies, establishing new techniques and strategies to ensure continuation of efficient and effective court administrative service.

Testifies in legal proceedings/court as required.

Performs related duties as assigned and/or required by law.

I. JOB REQUIREMENTS:

Bachelor's Degree in public administration, fiscal management, business administration, or related field supplemented by coursework in judicial administration and a minimum of five (5) years' related experience. Master's degree preferred.

Completion of Court Management Program through National Center of State Courts.

Thorough knowledge of modern principles, practices, analysis, and evaluation of public and court administration, with ability to analyze and evaluate complex systems, and propose, advocate, and manage change in a collaborative manner.

Thorough knowledge of computer software used by Monroe County Courts and Monroe County, including but not limited to Microsoft applications, Odyssey Case Management System, Excel, Access Database, Attendance on Demand and County's financial program and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Thorough knowledge of organization, functions, responsibilities, and procedures of the Court with ability to effectively develop and implement applicable policies, procedures, and new programs accordingly.

Thorough knowledge of court procedures, legal documents, laws, and legal issues pertaining to the Court with ability to apply and enforce regulations and assure Department compliance.

Thorough knowledge of all programs and services provided by the Court System, with ability to continually anticipate and assess needs of Monroe County and advance or develop new programs and services as appropriate.

Thorough knowledge of practices and principles of budget, grant, and personnel administration with ability to assure proper and accurate preparation of grants, budgets, and related financial projections and effectively review department statistical, financial, and related progress reports as needed.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and detailed written reports as required.

Ability to effectively supervise assigned personnel, including but not limited to reviewing staffing needs, job assignments, recommending increases/decreases in staff, changes in position responsibilities, salaries, personnel actions such as recommending promotions, demotions, or transfers. delegating work assignments, ensuring staff coverage, approving time off requests and schedules, monitoring employee benefit time, establishing goals, reviewing work, conducting performance evaluations, making decisions regarding general and/or individual problems and providing corrective instructions. Reviews balance workflow logistics and recommends changes when necessary.

Ability to properly operate standard office equipment, such as computer, calculator, telephone, fax machine, copier, projectors, CD/DVD players, and postal machine.

Ability to work independently and maintain and improve Department operations with minimal direction from supervisory board.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from Courts, law enforcement and other government agencies, attorneys, media, vendors, businesses, professional organizations, community organizations, schools, Office of Judicial Administration, Indiana Office of Court Services, Appeals Court, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to compare or observe similarities and differences between data, people, or things, plan and layout assigned work projects, and compute and perform arithmetic operations.

Ability to compile, analyze and evaluate data and make determinations.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations and plan and conduct public speaking presentations.

Ability to testify in legal proceedings/court as required.

Ability to regularly work extended, evening, and/or weekend hours and occasionally travel out of town for training/conferences, sometimes overnight.

Ability to respond to emergencies on a 24-hour basis.

II. DIFFICULTY OF WORK:

Incumbent performs extremely complicated and non-standard duties, spending the majority of their time overseeing and directing administrative services and personnel, administering department finances, and evaluating, developing, implementing policies, procedures, and programs.

III. <u>RESPONSIBILITY</u>:

Incumbent assures proper and effective functioning of all Monroe County Court System divisions, including daily operation of Court system, future planning and programming, efficiency and effectiveness of changes, and safety of employees and the public. General objectives and responsibilities are determined by supervisory board, with highly unusual or system-wide problems discussed with supervisor at incumbent's discretion. Work is reviewed for soundness of judgment, effect on Department goals/objectives, and compliance with Department policy and legal requirements.

IV. <u>PERSONAL WORK RELATIONSHIPS</u>:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials from Courts, law enforcement and other government agencies, attorneys, media, vendors, businesses, professional organizations, community organizations, schools, Office of Judicial Administration, Indiana Office of Court Services, Supreme Court, Appeals Court, and the public for purposes of executing policies, developing, implementing programs, services, and resolving problems.

Incumbent reports directly to Presiding Judge.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in both a standard office environment and in a courtroom, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, bending, reaching, keyboarding, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/argumentative individuals.

Incumbent is regularly required to work extended, evening and/or weekend hours and occasionally travel out of town for training/conferences, sometimes overnight. Incumbent is occasionally required to respond to emergencies on 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Court Administrator for the Monroe County Court System 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Court Bailiff
DEPARTMENT:	Court System
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	POLE B (Protective Occupations, Law Enforcement)

DATE WRITTEN: September 1991STATUS: Full-timeDATE REVISED: February 2021, January 2025FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Court Bailiff for Monroe County Court System, responsible for providing court security in Monroe County Justice Facilities and assisting and protecting judges, jurors, other court officials/personnel, and the public.

DUTIES:

Provides security for the Courts and Monroe County Justice Facilities, including but not limited to enforcing courtroom rules and procedures, removing disruptive individuals, conducting searches of courtrooms and related areas, guarding checkpoints, searching packages, operating metal detectors, and locking courtroom doors to ensure safety of all participants.

Performs duties of Supervising Bailiff in their absence, including supervising private security personnel, communicating and administering programs and procedures for assigned area, updating personnel of organizational developments, and orienting new subordinates regarding policies and procedures.

Provides adequate security measures, including coordinating and implementing special courtroom procedures for all protective orders and hearings/trials of high-profile cases to ensure safety of judges, court personnel, jury, witnesses, and public. Escorts parties in protective order cases and hearings/trials of high-profile cases out of building at different times to maintain safety of all parties. Escorts Judges when requested.

Enforces building security procedures and implements emergency procedures as needed, including but not limited to fire alarms, bomb threats, severe weather, natural disasters, civil disorders, power and utility failure and other security threats, complying with use of force policy, firearms policy, duty assignments, and instructions. Performs walk-through patrols to ensure facility safety.

Serves as first point of contact in emergency situation when panic button is activated, including assessing situations, resolving issues to secure safety of everyone, recognizing need for additional assistance and notifying appropriate agencies.

Serves as first point of contact in medical situations, including assessing situation and administering CPR/defibrillator as needed, and communicating information to appropriate agencies.

Enforces news media policies and calls for additional security as needed. Serves Monroe County warrants in Monroe County Justice Facilities, and remands individuals to Correctional Center from courtroom when directed by Judge.

Assures proper handling of defendants, including escorting and monitoring movement to and from Correctional Center and Monroe County Justice Facilities, and notifies Correctional Center to remove inmates as needed.

Detains and secures juveniles as directed by court, including but not limited to court monitoring and escorting juvenile to appropriate law enforcement agency for further detention.

Assists the public, involving responding to inquiries, providing information and assistance in locating courtrooms and offices as needed.

Provides Initial Hearing and/or Change of Plea paperwork to defendants, ensures proper completion of paperwork and forwarding completed paperwork to the courts. Certifies and monitors viewing of Initial Hearing and/or Change of Plea rights, advisement video by defendants. Notifies Court Administration when defendant requires an Interpreter.

Monitors and supervises court juries, including orientation, site viewing, and assistance with special needs. Oversees jury deliberations, assuring jurors' welfare and compliance with proper court procedures. Acts as liaison between jurors and Judges, relaying information and inquiries as requested.

Monitors and supervises sequestered juries, including monitoring and restricting personal communications and access to media, providing transportation, accommodations and meals, and developing and implementing effective security, medical, and emergency evacuation plans and procedures.

Travels with Judge to other Counties for jury selection and serves as representative for those jurors as needed.

Prepares incident reports for issues within assigned justice facilities and forwards to Supervising Bailiff.

Assists Court Services in processing and delivering court mail and assuring delivery of court ordered Department of Corrections (DOC) abstracts, transport orders, release orders, no contact orders, and protective orders to Correctional Center processing department.

Attends staff development training and workshops and/or seminars as directed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Law enforcement officer certification by Indiana Law Enforcement Academy.

Possession of and/or ability to obtain and maintain handguns/firearms training certification from law enforcement agency and must be able to qualify annually with an approved agency.

Possession of and/or ability to obtain and maintain CPR and Defibrillator Certification from approved agency.

Ability to meet all department hiring and retention requirements, including passage of medical, psychological, written exams and a drug test.

Thorough knowledge of all standard security and emergency policies and procedures of Monroe County Court System, with ability to effectively implement and coordinate appropriate procedures as required.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare and complete all required reports within deadlines.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Ability to perform duties of Supervising Bailiff in their absence, including supervising private security personnel, communicating and administering programs and procedures for assigned area, updating personnel of organizational developments, and orienting new subordinates regarding policies and procedures.

Ability to monitor and supervise court juries, including orientation, site viewing, and assistance with special needs. Oversees jury deliberations, assuring jurors' welfare and compliance with proper court procedures. Acts as liaison between jurors and Judges, relaying information and inquiries as requested.

Ability to monitor and supervise sequestered juries, including monitoring and restricting personal communications and access to media, providing transportation, accommodations and meals, and developing and implementing effective security, medical, and emergency evacuation plans and procedures.

Ability to properly operate and maintain weapons, metal detectors, X-ray machine, portable radios, and standard office equipment, such as computer, copier, calculator, VCR/TV, DVD player, overhead projector, and telephone.

Ability to identify high risk situations and to implement appropriate action to ensure safety and security of all building occupants.

Ability to closely monitor defendants, jurors, witnesses, and members of the public to ensure safety and compliance with all applicable rules, regulations, and requirements.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, court personnel and officials, defendants, inmates, jurors, witnesses, Correctional Center personnel, media, various law enforcement agencies, private security personnel, Judicial Offices/Facilities, Community Corrections, technical services/maintenance personnel, and the public, including being

sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to obey all written and oral orders and directives from Department superiors.

Ability to perform essential functions of position without posing a direct threat to health and safety of self and other individuals in the workplace.

Ability to compare or observe similarities and differences between data, people, or things, compile, coordinate, assess data and make determinations.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan and layout assigned work projects, read and interpret detailed prints, sketches, layouts, and maps.

Ability to occasionally work extended, irregular, evening, and/or weekend hours and travel out of town for jury selection and trials, sometimes overnight.

II. <u>RESPONSIBILITY</u>:

Incumbent performs a variety of regular and recurring security duties in accordance with established rules, regulations, and standard procedures, exercising judgment to effectively assess and address security risks and respond to emergency situations. Incumbent must have supervisor's permission to deviate from standard operating procedures. Errors in work are primarily detected or prevented through procedural safeguards and legally defined procedures. Undetected errors could result in endangerment and/or loss of life to self and others.

III. <u>PERSONAL WORK RELATIONSHIPS</u>:

Incumbent maintains frequent contact with co-workers, other County departments, court personnel and officials, defendants, inmates, jurors, witnesses, media, Correctional Center personnel, various law enforcement agencies, private security personnel, Judicial Offices/Facilities, Community Corrections, technical services/maintenance personnel, and the public for purposes of providing information, rendering service, and enforcing security/emergency policies and procedures.

Incumbent reports directly to Supervising Bailiff.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a courtroom, involving sitting/walking at will, standing/walking for long periods, close/far vision, hearing sounds/communication, speaking clearly, handling/grasping/fingering objects, depth/color perception, pushing/pulling objects, bending, crouching/kneeling, and lifting/carrying objects weighing up to 50 pounds. Incumbent is regularly exposed to distraught and/or potentially violent/hostile individuals. Safety precautions must be followed at all times to prevent injury to self or others. Incumbent may occasionally be exposed to bloodborne pathogens, for which universal health precautions must be followed to prevent infection.

Incumbent is occasionally required to work extended, irregular, evening and/or weekend hours and travel out of town for jury selection and trials, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Court Bailiff for the Monroe County Court System 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Court Bailiff Part-Time
DEPARTMENT:	Court System
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	POLE B (Protective Occupations, Law Enforcement)

DATE WRITTEN: September 1991	STATUS: Part-Time
DATE REVISED: February 2021, January 2025	FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Part-Time Court Bailiff for Monroe County Court System, responsible for providing court security in Monroe County Justice Facilities and assisting and protecting judges, jurors, other court officials/personnel, and the public.

DUTIES:

Provides security for the Courts and Monroe County Justice Facilities, including but not limited to enforcing courtroom rules and procedures, removing disruptive individuals, conducting searches of courtrooms and related areas, guarding checkpoints, searching packages, operating metal detectors, and locking courtroom doors to ensure safety of all participants.

Performs duties of Supervising Bailiff in their absence, including supervising private security personnel, communicating and administering programs and procedures for assigned area, updating personnel of organizational developments, and orienting new subordinates regarding policies and procedures.

Provides adequate security measures, including coordinating and implementing special courtroom procedures for all protective orders and hearings/trials of high-profile cases to ensure safety of judges, court personnel, jury, witnesses, and public. Escorts parties in protective order cases and hearings/trials of high-profile cases out of building at different times to maintain safety of all parties. Escorts Judges when requested.

Enforces building security procedures and implements emergency procedures as needed, including but not limited to fire alarms, bomb threats, severe weather, natural disasters, civil disorders, power and utility failure and other security threats, complying with use of force policy, firearms policy, duty assignments, and instructions. Performs walk-through patrols to ensure facility safety.

Serves as first point of contact in emergency situation when panic button is activated, including assessing situations, resolving issues to secure safety of everyone, recognizing need for additional assistance and notifying appropriate agencies.

Serves as first point of contact in medical situations, including assessing situation and administering CPR/defibrillator as needed, and communicating information to appropriate agencies.

Enforces news media policies and calls for additional security as needed. Serves Monroe County warrants in Monroe County Justice Facilities, and remands individuals to Correctional Center from courtroom when directed by Judge.

Assures proper handling of defendants, including escorting and monitoring movement to and from Correctional Center and Monroe County Justice Facilities, and notifies Correctional Center to remove inmates as needed.

Detains and secures juveniles as directed by court, including but not limited to court monitoring and escorting juvenile to appropriate law enforcement agency for further detention.

Assists the public, involving responding to inquiries, providing information and assistance in locating courtrooms and offices as needed.

Provides Initial Hearing and/or Change of Plea paperwork to defendants, ensures proper completion of paperwork and forwarding completed paperwork to the courts. Certifies and monitors viewing of Initial Hearing and/or Change of Plea rights, advisement video by defendants. Notifies Court Administration when defendant requires an Interpreter.

Monitors and supervises court juries, including orientation, site viewing, and assistance with special needs. Oversees jury deliberations, assuring jurors' welfare and compliance with proper court procedures. Acts as liaison between jurors and Judges, relaying information and inquiries as requested.

Monitors and supervises sequestered juries, including monitoring and restricting personal communications and access to media, providing transportation, accommodations and meals, and developing and implementing effective security, medical, and emergency evacuation plans and procedures.

Travels with Judge to other Counties for jury selection and serves as representative for those jurors as needed.

Prepares incident reports for issues within assigned justice facilities and forwards to Supervising Bailiff.

Assists Court Services in processing and delivering court mail and assuring delivery of court ordered Department of Corrections (DOC) abstracts, transport orders, release orders, no contact orders, and protective orders to Correctional Center processing department.

Attends staff development training and workshops and/or seminars as directed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Law enforcement officer certification by Indiana Law Enforcement Academy.

Possession of and/or ability to obtain and maintain handguns/firearms training certification from law enforcement agency and must be able to qualify annually with an approved agency.

Possession of and/or ability to obtain and maintain CPR and Defibrillator Certification from approved agency.

Ability to meet all department hiring and retention requirements, including passage of medical, psychological, written exams and a drug test.

Thorough knowledge of all standard security and emergency policies and procedures of Monroe County Court System, with ability to effectively implement and coordinate appropriate procedures as required.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare and complete all required reports within deadlines.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Ability to perform duties of Supervising Bailiff in their absence, including supervising private security personnel, communicating and administering programs and procedures for assigned area, updating personnel of organizational developments, and orienting new subordinates regarding policies and procedures.

Ability to monitor and supervise court juries, including orientation, site viewing, and assistance with special needs. Oversees jury deliberations, assuring jurors' welfare and compliance with proper court procedures. Acts as liaison between jurors and Judges, relaying information and inquiries as requested.

Ability to monitor and supervise sequestered juries, including monitoring and restricting personal communications and access to media, providing transportation, accommodations and meals, and developing and implementing effective security, medical, and emergency evacuation plans and procedures.

Ability to properly operate and maintain weapons, metal detectors, X-ray machine, portable radios, and standard office equipment, such as computer, copier, calculator, VCR/TV, DVD player, overhead projector, and telephone.

Ability to identify high risk situations and to implement appropriate action to ensure safety and security of all building occupants.

Ability to closely monitor defendants, jurors, witnesses, and members of the public to ensure safety and compliance with all applicable rules, regulations, and requirements.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, court personnel and officials, defendants, inmates, jurors, witnesses, media, Correctional Center personnel, various law enforcement agencies, private security personnel, Judicial Offices/Facilities, Community Corrections, technical services/maintenance personnel, and the public, including being

sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to obey all written and oral orders and directives from Department superiors.

Ability to perform essential functions of position without posing a direct threat to health and safety of self and other individuals in the workplace.

Ability to compare or observe similarities and differences between data, people, or things, compile, coordinate, assess data and make determinations.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan and layout assigned work projects, read and interpret detailed prints, sketches, layouts, and maps.

Ability to occasionally work extended, irregular, evening, and/or weekend hours and travel out of town for jury selection and trials, sometimes overnight.

II. <u>RESPONSIBILITY</u>:

Incumbent performs a variety of regular and recurring security duties in accordance with established rules, regulations, and standard procedures, exercising judgment to effectively assess and address security risks and respond to emergency situations. Incumbent must have supervisor's permission to deviate from standard operating procedures. Errors in work are primarily detected or prevented through procedural safeguards and legally defined procedures. Undetected errors could result in endangerment and/or loss of life to self and others.

III. <u>PERSONAL WORK RELATIONSHIPS</u>:

Incumbent maintains frequent contact with co-workers, other County departments, court personnel and officials, defendants, inmates, jurors, witnesses, media, Correctional Center personnel, various law enforcement agencies, private security personnel, Judicial Offices/Facilities, Community Corrections, technical services/maintenance personnel, and the public for purposes of providing information, rendering service, and enforcing security/emergency policies and procedures.

Incumbent reports directly to Supervising Bailiff.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a courtroom, involving sitting/walking at will, standing/walking for long periods, close/far vision, hearing sounds/communication, speaking clearly, handling/grasping/fingering objects, depth/color perception, pushing/pulling objects, bending, crouching/kneeling, and lifting/carrying objects weighing up to 50 pounds. Incumbent is regularly exposed to distraught and/or potentially violent/hostile individuals. Safety precautions must be followed at all times to prevent injury to self or others. Incumbent may occasionally be exposed to bloodborne pathogens, for which universal health precautions must be followed to prevent infection.

Incumbent is occasionally required to work extended, irregular, evening and/or weekend hours and travel out of town for jury selection and trials, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Part-Time Court Bailiff for the Monroe County Court System 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Court Programs Coordinator
DEPARTMENT:	Court System
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	PAT C (Professional, Administrative, Technological)

DATE WRITTEN: September 1991	STATUS: Full-time
DATE REVISED: February 2021, January 2025	FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Court Programs Coordinator for the Monroe County Court System, responsible for providing court support services, and planning and coordinating various court programs, such as Jury Management.

DUTIES:

Performs duties of Public Service Coordinator and Case Management Coordinator in their absence or as assigned.

Serves as liaison between the Court and Children Cope with Divorce, Center for Behavioral Health, Civil and Family mediation, and Court Interpreters.

Maintains contact with Courts regarding requests for Court Interpreters, including communicating and scheduling to provide interpreting services to defendants as needed, preparing and providing documentation for invoice payments.

Coordinates with the Courts to monitor status of jury trials and determining approximate number of potential jurors needed to ensure panels are properly supplied.

Manages jury management system, including maintaining venire and source lists to accurately reflect eligible jurors in Monroe County.

Accesses computerized case management systems and databases to retrieve information, updating records in jury management system, generating reports, documents, and activity printouts.

Prepares and mails questionnaires and summons for jury service, including processing returned questionnaires, responding to requests of prospective jurors to be excused or disqualified from jury service, and assisting with requests for ADA accommodations.

Prepares on-call recordings with reporting instructions and making various announcements to jurors.

Answers questions in-person and over phone from jurors, the public and court personnel regarding jury services policies, relevant statues and procedures.

Prepares and distributes jury panels to appropriate parties.

Checks in jurors for orientations, including speaking to groups of prospective jurors regarding overall process. Validates juror attendance at completion and processes jurors who fail to appear for jury service.

Provides support and assistance to jurors, including coordinating and ordering jury meals, maintaining accounts with local restaurants, and submitting meals invoices for payment.

Assists Bailiff and Court staff with ensuring jury needs are meet throughout during trial.

Provides support and assistance to jurors during jury sequestering, including coordinating lodging needs, maintaining accounts with local hotels to provide lodging, and submitting lodging invoices for payment.

Prepares claims for juror fees and reimbursement checks.

Researches, recommends, and implements changes to jury rules, compensation and mileage costs as needed.

Reviews and recommends Court policies and procedures regarding Court programs as required, including researching and formulating plans to meet current and future needs for court programs.

Researches existing and possible funding sources for Court programs, including preparing and providing oral and written reports as required.

Compiles statistical data of court support programs, analyzing trends, identifying system dysfunctions, and recommending procedural efficiencies, elimination, or creation of programs.

Assists with development, analysis, and management of special projects.

Coordinates with County ADA Coordinator and Court staff to ensure compliance of Monroe County Justice Facilities with American Disability Act (ADA) to accommodate needs of the public.

Provides updated Jury and Interpreter training manuals to Courts.

Testifies in court regarding jury process as required.

Serves on Department and/or County Committees and attends staff development training, workshops, and/or seminars as directed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree with an emphasis in judicial administration, management, statistics, planning, or related field or four (4) years of experience working in a professional position with court operations and administration.

Thorough knowledge of statutes and standard procedures of jury management, personnel management, and Court support programs of Monroe Court System.

Thorough knowledge of computer software used by the Courts, including but not limited to, Microsoft applications, Incite through Jury Management, Odyssey Case Management System, Excel, and Spillman.

Working knowledge of standard office procedures and basic bookkeeping skills, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed written reports as required.

Ability to properly operate standard office equipment, such as telephone, computer, transcriber, calculator, copier, fax machine, court recording equipment, and tape dubbing/copying equipment.

Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, judges, jurors, personnel and officials from courts, law enforcement and other government agencies, Children Cope With Divorce, Center for Behavioral Health, Civil and Family mediation, Court Interpreters 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.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compile, analyze and evaluate data and make determinations.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations, plan and layout assigned work projects and make arithmetic calculations.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to testify in legal proceedings/court as required.

II. DIFFICULTY OF WORK:

Incumbent performs duties that are broad in scope and impact, involving many variables and considerations. Incumbent exercises independent judgment in interpreting and applying Indiana statute, rules of court, and legal precedent to specific situations.

III. <u>RESPONSIBILITY</u>:

Incumbent applies state code and court rules to complex matters, discussing unprecedented situations with supervisor at incumbent's discretion. Incumbent receives general supervision, with decisions determined by well-established policies and procedures. Work is reviewed primarily for compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, attorneys, judges, jurors, personnel and officials from courts, law enforcement and other government agencies, Children Cope With Divorce, Center for Behavioral Health, Civil and Family mediation, Court Interpreters and the public for purposes exchanging information and rendering service.

Incumbent reports directly to Deputy Court Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains contact with the public and may be exposed to hostile/argumentative individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Court Programs Coordinator for the Monroe County Court System 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Deputy Court Administrator
DEPARTMENT:	Court System
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	PAT D (Professional, Administrative, Technological)

DATE WRITTEN: June 2007 DATE REVISED: February 2021, January 2025

STATUS: Full-time FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Court Administrator for the Monroe County Court System, responsible for providing and assisting with administrative, management, supervising, and technical support to Monroe Court System.

DUTIES:

Performs duties of Court Administrator in their absence, including overseeing and directing operations of Department and supervising assigned personnel.

Supervises interns, including but not limited to preparing and providing orientation and training, delegating work assignments, reviewing completed work, evaluating performance, updating supervisor and staff on intern developments, and providing correctional instruction as needed. Assists in creating, maintaining and monitoring job descriptions for all positions of Court System.

Assists Court staff with user issues with court related software and/or tasks, including but not limited to Odyssey, e-filing, incite, FTR recording, Judges management software, and Spillman.

Assists Court Reporters with operation and troubleshooting of various audiovisual equipment necessary to conduct remote hearings through platforms such as Zoom and/or Teams.

Maintains and stocks law library and Judges' chambers with updated and new law books, including maintaining judicial online subscription for law books as appropriate.

Communicates with technology software vendors for Court Administration Office to resolve any technological issues and to implement updates as needed.

Works closely with Court Reporters, Judges and Indiana Office of Odyssey user group regarding implementation of pilot projects and case management system updates.

Communicates with Office of Judicial Administration and Indiana Office of Court Services for the Courts.

Prepares new hire paperwork for technology access, including preparing, updating, and submitting technology user paperwork to State of Indiana.

Ensures proper training for all Court personnel by researching and identifying beneficial and essential training opportunities.

Maintains Board of Judges' Checking account, including writing checks, requesting, monitoring, making deposits, and reconciling account statements as directed. Prepares and provides written and/or oral reports to Court Administrator and Presiding Judge as requested.

Assists with formulating policy, procedures, and administering Court policies, including assisting establishing non-judicial policies and procedures and informing staff of policy revisions and/or procedures as needed.

Assists with projects as assigned, including but not limited to research, identification and implementation of technical advancements or alternatives to ensure enhancement of the Court functions.

Assists with emergency planning, working closely with Homeland Security and Commissioners to create and implement an Emergency Continuity Plan for the Court.

Assists with docket management and ensures compliance with weighted caseload standards. Prepares required reports and makes recommendations for reallocation of caseload between divisions of Court System.

Researches grant funding opportunities related to court administration and security, including creating and writing grant applications based on identified needs to obtain new program funding as appropriate for department goals and responsibilities. Oversees Department's compliance of guidelines and requirements for grant funding, including but not limited to reviewing and approving required reports and reapplications. Maintains communications with funding agencies as needed.

Assists with maintaining Court website, including but not limited to updating webpage and ensuring information is accurate and accessible.

Coordinates with Court Administrator in preparing and distributing Court System Annual Report, and preparing, updating, and distributing Local Rules as required.

Prepares and submits Judicial Liability insurances for all Judges and monitors cases for disciplinary actions filed.

Prepares yearly Court Calendar in Odyssey and prepares yearly calendar for judicial meetings.

Receives and reviews incident reports pertaining to Justice Facilities, excluding reports from Correctional Center, prior to submission.

Communicates with local media on behalf of Board of Judges providing regular press releases, brochures, information and/or forms to the public to ensure accessibility to the Court.

Communicates with local attorneys to receive feedback/input and address concerns to ensure efficient administrative services.

Engages with the public, including attending public meetings and speaking engagements, answering inquiries, providing information, and educating the public about legal system, court procedures, to enhance public understanding of court's processes and to further public relations, trust and confidence.

Prepares duplicates of Court tapes as requested by local attorneys, the public, and Court of Appeals/Disciplinary Commission.

Serves on Monroe Court System management team and other committees or board as assigned.

Testifies in legal proceedings/court as required.

Performs related duties as assigned and/or required by law.

I. JOB REQUIREMENTS:

Baccalaureate Degree from accredited college or university, experience in administrative and/or personnel management preferred, and five (5) years of experience in court or legal setting. Master's Degree preferred.

Must be able to complete Court Management Program through national Center of State.

Thorough knowledge of Monroe Court System, including legal terminology, trial and evidence rules, administrative regulations, official court policies and practices and standard procedures.

Working knowledge of computer software used by Monroe County Courts and Monroe County, including but not limited to Microsoft applications, Odyssey Case Management System, Excel, Access Database, Attendance on Demand and LOW financial program and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of County grant research, administration, preparation, monitoring, and reporting procedures.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Ability to perform duties of Court Administrator in their absence, including overseeing and directing operations of Department and supervising assigned personnel.

Ability to effectively supervise interns, including preparing and providing orientation and training, delegating work assignments, reviewing completed work, evaluating performance, updating supervisor and staff on intern developments, and providing correctional instruction as needed.

Ability to properly operate standard office equipment, such as computer, calculator, telephone, fax machine, copier, projectors, CD/DVD players and postal machine.

Ability to work independently and maintain and improve Department operations with minimal direction from supervisor.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from courts, law enforcement and other government agencies, attorneys, media, vendors, community organizations, schools, Office of Judicial Administration, Indiana Office of Court Services, Supreme Court, Appeals Court, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, under pressure from formal schedules, deadlines, and high-volume operations.

Ability to prepare and deliver public speeches/presentations, develop news releases, articles and communicate with news media.

Ability to compare or observe similarities and differences between data, people, or things, plan and layout assigned work projects, and compute and perform arithmetic calculations.

Ability to compile, analyze, and evaluate data and make determinations.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations and plan.

Ability to testify in legal proceedings/court as required.

Ability to regularly work extended, evening, and/or weekend hours and occasionally travel out of town for training/conferences, sometimes overnight.

Ability to respond to emergencies on a 24-hour basis.

II. DIFFICULTY OF WORK:

Incumbent performs a wide array of complex duties involving past precedents and new developments. Incumbent operates within general guidelines and rules, exercising discretion and independent judgment in selecting the appropriate guidelines and/or rules to apply to specific cases or circumstances.

III. <u>RESPONSIBILITY</u>:

Incumbent operates within general guidelines and departmental policies, with desired results of work clearly specified. Unusual problems are discussed with supervisor, and incumbent is responsible for exercising independent judgment in applying departmental policies in a variety of situations and circumstances. Work is reviewed for soundness of judgment, effect on department goals/objectives, and compliance with department policy and legal requirements.

IV. <u>PERSONAL WORK RELATIONSHIPS</u>:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials from courts, law enforcement and other government agencies, attorneys, media, vendors, community organizations, schools, Office of Judicial Administration, Indiana Office of Court Services, Supreme Court, Appeals Court, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to the Court Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in both a standard office environment and in a courtroom, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, pushing/pulling objects, bending, reaching, keyboarding, close vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains contact with the public and may be exposed to hostile/argumentative individuals.

Incumbent is regularly required to work extended, evening, and/or weekend hours and occasionally travel out of town for training and conferences, sometimes overnight. Incumbent occasionally responds to emergency situations on a 24-hour basis.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Deputy Court Administrator for the Monroe County Court System 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Financial Coordinator
DEPARTMENT:	Court System
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	PAT C (Professional, Administrative, Technological)

DATE WRITTEN: September 1991	STATUS: Full-time
DATE REVISED: February 2021, January 2025	FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Financial Coordinator for Monroe County Court System, Probation, and Community Corrections, responsible for managing and administering budget, payroll, procurement functions, and various other accounting related duties.

DUTIES:

Performs duties of Public Service Coordinator in their absence or as assigned.

Prepares and submits the Court, Probation and Community Corrections purchase orders and claims as required. Prepares and serves as first authentication for accounts payable claims, tracking checks and ensuring submissions.

Prepares, reviews, verifies, and maintains bi-weekly payroll for Court staff, Probation and Community Corrections, including maintaining records and ensuring appropriate funding sources. Monitors employees' hours and benefits in attendance system and makes employee updates as needed. Assists with supervising benefit time used.

Updates, monitors, and maintains database for Interpreter, including generating invoices.

Oversees compliance of all departmental grants and monitors grant budgets, including monitoring grant expenditures against budgets, preparing and processing grant claims for reimbursement and submitting to Court Administrator. Creates and maintains databases and spreadsheets, compiling data, preparing and submitting financial reports, and assisting Auditor as needed. Balances and reconciles accounts and grant funds with Auditor's records recommending line-item transfers as needed.

Monitors cash balances in special funds budget, making recommendations for fee increases and/or expenditure constraints. Creates and processes fund transfers, audits budget balances, and reports discrepancies as required. Creates forecasts and budget summary reports for Court Administrator, Board of Judges, and Chief Probation Officer as requested.

Assists with preparing and administering budgets, including monitoring and updating as needed, creating, maintaining, and monitoring ledgers and cash balances, providing fiscal projections and recommendations for appropriate allocation of funds. Prepares, presents budgetary reports such as

transfers, additional appropriations, and changes in salary ordinance as needed. Prepares, analyzes, and reports Court, Probation, and Community Corrections budgets, including monitoring and recording expenditures, analyzing trends, identifying system dysfunctions, and recommending procedural efficiency as appropriate.

Prepares monthly and ad hoc financial reports for Court Administrator, Presiding Judge, County Auditor, Program Supervisors, Chief Probation Officer, and all auditing and regulating agencies as required. Reviews, recommends and updates Court policies and procedures regarding financial management and personnel matters as needed.

Obtains price quotes, including preparing and submitting purchase requests for approval. Maintains and updates vendor files, communicating with vendors regarding purchases, deliveries, and payments.

Reviews claims and vouchers for Probation and Community Corrections and monitors ledgers and cash balances, providing fiscal projections and recommends appropriate allocation of funds.

Prepares, maintains, and forwards new hire paperwork to Employee Services as required. Maintains Department personnel files, including updating employee records, preparing status change forms, longevity payments, and salary step increases as required.

Prepares and submits monthly Title IV-D reimbursement information to Indiana Department of Child Services when approved, and tracking receipt of payments.

Submits Employer Contribution Self Insurance for Court Commissioner to Auditor's Office as required.

Prepares and submits various reports as required, such as Annual Court Report, State's Annual Report and Expenditure Report, County EEO Report, Annual Budget Reports, and equipment purchases.

Maintains Court equipment inventory and related files, including maintaining repair and maintenance contracts, ordering repairs on office equipment, recommending renewal of service contracts, and preparing and submitting appropriate documentation to ensure timely payment for repairs.

Serves on Department and/or County committees and attends staff development training workshops, and/or seminars as directed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree with an emphasis in judicial administration, management, accounting, or related discipline or four (4) years' experience working in a professional position with financial operations and administration. Master's Degree preferred.

Thorough knowledge of bookkeeping principles, accounting systems and requirements of Monroe County Court System and related funding, regulating, and auditing agencies, with ability to develop, revise, and coordinate appropriate procedures and services.

Practical knowledge of County grant research, administration, preparation, monitoring, and reporting procedures.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare, maintain complete and accurate accounting records and prepare detailed written reports and financial statements as required.

Working knowledge of computer software used by Monroe County Court System, including but not limited to Microsoft applications, Odyssey Case Management System, Excel, Access Database, Attendance on Demand, and County financial programs and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to properly operate standard office equipment, such as computer, switchboard, calculator/adding machine, fax machine, copier, postage meter, and scales.

Ability to effectively communicate orally and in writing with co-workers, other County departments, judges, personnel and officials from courts, law enforcement and other government agencies, County Council, vendors, Indiana Family and Social Services Administration, State Board of Accounts, 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.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to compare and observe similarities and differences between data, people, or things.

Ability to compute and perform arithmetic calculations, such as developing budgets, calculating payroll, and monitoring revenue and expenditures.

Ability to compile, analyze and evaluate data, and make determinations.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to occasionally work extended and/or evening hours and travel out of town for meetings and training, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent's duties are complex in nature, involving many variables and considerations. Incumbent exercises independent judgment in ensuring proper accounting for Court System, Probation, and Community Corrections financial records.

III. <u>RESPONSIBILITY</u>:

Incumbent assures proper maintenance of Court System, Probation, and Community Corrections accounts and related finances, exercising judgment to appropriately respond to new and/or unusual circumstances. Work is reviewed primarily for completion of department goals/objectives and compliance with legal requirements.

IV. <u>PERSONAL WORK RELATIONSHIPS</u>:

Incumbent maintains frequent contact with co-workers, other County departments, judges, personnel and officials from courts, law enforcement and other government agencies, County Council, vendors, Indiana Family and Social Services Administration, State Board of Accounts, and the public for purposes of exchanging and verifying information, implementing policies/procedures, rendering service, and resolving problems.

Incumbent reports directly to Deputy Court Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, keyboarding, and handling/grasping/fingering objects. Incumbent maintains contact with the public and may be exposed to hostile/argumentative individuals.

Incumbent is occasionally required to work extended and/or evening hours and travel out of town for meetings and training, sometimes overnight.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Financial Coordinator for the Monroe County Court System 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

Date

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Public Service Coordinator
DEPARTMENT:	Court System
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	COMOT C (Computer, Office Machine Operation, Technician)

DATE WRITTEN: September 1991	STATUS: Full-time
DATE REVISED: February 2021, January 2025	FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Public Service Coordinator for the Monroe County Court System, responsible for providing court related information to the public and providing administrative support and clerical assistance.

DUTIES:

Performs duties of Court Programs Coordinator in their absence or as assigned, including but not limited to providing orientation to jury panel, calling jurors, and assisting jurors when released or while serving on panel as needed.

Prints and distributes daily arrest sheets and jail reports, tracking defendants and notifying Courts of prisoner status, including ensuring initial hearings for defendants in custody comply with statute deadlines.

Prepares court calendar, including coordinating assignment of courtrooms, posting and distributing finalized calendar daily, and updating calendar digitally.

Answers main switchboard telephone and greets office visitors responding to inquiries regarding court docket information and warrant status, providing information and assistance, and directing callers to appropriate individual or department.

Prepares mailings for various offices and maintains, assigns, and updates in-house mailboxes for local attorneys and courts as appropriate.

Maintains Search Warrant/Probable Cause Log, including receiving and updating information, logs and distributing corresponding paperwork as directed.

Serves as first contact person between the Courts and Bailiffs when security issues arise, including dispatching Bailiffs to courtrooms as requested.

Monitors and replenishes forms and supplies, completing and managing supply orders and coordinating other office needs, forwarding orders for review and approval to Court Administrator. Orders repairs on office equipment, including copiers, printers, and fax machines.

Coordinates and schedules all meetings, services, and programs for Justice Building employees as requested. Coordinates and assigns use of Judicial Conference Room, Attorney Conference Rooms, and Jury Rooms.

Prepares, edits, and/or proofreads various departmental materials, including printed forms, reports, memos, letters, and other correspondence.

Prepares and updates lists of local attorneys and judges, including notifying Courts of request by special judges and local bar.

Prepares special projects and annual reports as directed.

Assists Justice Facilities employees and the public with vending machine problems and contacts vendors regarding problems as needed.

Serves as Secretary to Court Administrator and assists other court personnel, including typing, scheduling, copying, and providing various other administrative support duties as requested.

Attends staff development training, workshops, and/or seminars as directed.

Performs related duties as assigned.

I. JOB REQUIREMENTS & DIFFICULTY OF WORK:

High school diploma or HSE.

Working knowledge of computer software used by the Courts, including, but not limited to, Odyssey Case Management System, Microsoft suite, Excel, DocketVision, and Spillman.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence and detailed written reports as required.

Knowledge of legal terminology and standard practices and policies of Monroe County legal/court system and various Court divisions and ability to communicate with and assist government and law enforcement agencies and the public as needed.

Ability to type with speed and accuracy and properly operate standard office equipment, such as computer, Cisco IP telephone system, fax machine, copier, postage meter, recording/duplication equipment, and hearing-impaired equipment.

Ability to effectively communicate orally and in writing with co-workers, other County departments, judges, attorneys, personnel and officials from courts, law enforcement and other government agencies, vendors, Justice Facilities employees, 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.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to compare and observe similarities and differences between data, people, or things.

Ability to compile, coordinate, and assess data and make determinations.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan and layout assigned work projects, and screen and identify suspicious mail and take appropriate action.

II. <u>RESPONSIBILITY</u>:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by supervisor and service needs of the public. Incumbent refers to supervisor when interpretations of departmental policies, programs, procedures are needed. Errors in work are primarily detected or prevented through legally defined procedures and supervisor review. Undetected errors could adversely affect court proceedings, resulting in mistrials, lawsuits, and/or loss of time, embarrassment, and inconvenience to court personnel and the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, judges, attorneys, personnel and officials from courts, law enforcement and other government agencies, vendors, Justice Facilities employees, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to Deputy Court Administrator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, bending, reaching, keyboarding, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains contact with the public and may be exposed to hostile/argumentative individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Public Service Coordinator for the Monroe County Court System 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Supervising Bailiff
DEPARTMENT:	Court System
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	CIV POLE C (Protective Occupations, Law Enforcement)

DATE WRITTEN: September 1991	STATUS: Full-time
DATE REVISED: February 2021, January 2025	FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Supervising Bailiff for Monroe County Court System, responsible for supervising assigned staff, providing court security in Monroe County Justice Facilities, and protecting judges, jurors, other court officials/personnel, County employees and the public.

DUTIES:

Supervises Bailiffs, including planning and delegating work assignments, establishing goals, conducting annual work performance evaluations, formulating individual development plans, approving vacations and absences, balancing workloads, reassigning staff as needed, maintaining discipline, resolving conflicts, recommending corrective actions and assisting with reviewing and updating bailiff job descriptions, conducting interviews, screening and background checks, making hiring recommendations and providing orientation for Court Bailiffs.

Reviews complaints filed against Bailiffs' and forwards findings and recommendations for action to Court Administrator.

Provides security for Courts and Monroe County Justice Facilities, including but not limited to enforcing courtroom rules and procedures, removing disruptive individuals, conducting searches of courtrooms and related areas, guarding checkpoints, searching packages, operating metal detectors, and locking courtroom doors to ensure safety of participants. Escorts judges as requested.

Develops, implements, reviews and updates building security procedures, involving fire alarms, bomb threats, severe weather, civil disorders, power and utility failure, other security threats, and using force policy, including firearms policy, duty assignments, and instructions. Coordinates with appropriate personnel regarding fire alarm disarmament and performs walk-through patrols to ensure facility safety.

Serves as first point of contact in emergency situation, including assessing situations, resolving issues of secure safety for everyone involved, recognizing need for additional assistance, and notifying appropriate agencies.

Serves as first point of contact for medical situations, including assessing situation and administering CPR/defibrillator as needed and communicating information to appropriate agencies.

Enforces news media policies and calls for additional security as deemed necessary.

Serves Monroe County warrants in Monroe County Justice Facilities, and remands individuals to Correctional Center from courtroom when directed by Judge.

Assures proper handling of defendants, including escorting and monitoring movement to and from Correctional Center and throughout Monroe County Justice Facilities, and notifying Correctional Center to remove inmates as needed.

Detains and secures juveniles as directed, including but not limited to court monitoring and escorting juvenile to appropriate law enforcement agency for further detention.

Coordinates with private security personnel as necessary, including supervising, communicating, administering programs and procedures for assigned areas, and updating personnel of organizational developments.

Assists the public as needed, including responding to inquiries and providing information and assistance in locating courtrooms and offices.

Develops and implements special assistance and/or security plans for mentally ill, handicapped, and other special-needs defendants as appropriate.

Provides Initial Hearing and/or Change of Plea paperwork to defendants, involving proper completion of paperwork and forwarding paperwork to the Courts. Certifies and monitors viewing of Initial Hearing and/or Change of Plea rights, advisement video by defendants. Notifies Court Administration when defendant requires an Interpreter.

Monitors and supervises court juries, including orientation, site viewing, and assistance with special needs. Oversees jury deliberations, assuring jurors' welfare and compliance with proper court procedures. Acts as liaison between jurors and Judges, relaying information and inquiries as requested.

Monitors and supervises sequestered juries, including monitoring and restricting personal communications and access to media, providing transportation, accommodations, and meals, and developing and implementing effective security, medical, and emergency evacuation plans and procedures.

Travels with Judge to other counties for jury selection and serves as representative for those jurors as needed.

Prepares incident reports for issues within assigned justice facilities and forwards to Court Administrator. Reviews incident report prepared by Court Bailiff prior to submission to Court Administrator.

Informs assigned personnel of policy revisions and/or procedures as needed. Acts as liaison between Executive Management staff and Bailiffs.

Ensures proper training for Bailiffs by researching and identifying beneficial and essential training opportunities, ensuring Bailiffs are in compliance with training requirements, including but not limited to CPR/defibrillator education and firearms certification.

Provides monthly job statistics, including but not limited to arrest, incident reports, jury trials, and additional security requests and/or concerns.

Assists Court Services in processing and delivering court mail and ensuring delivery of court ordered Department of Corrections (DOC) abstracts, transport orders, release orders, no contact orders and protective orders to Correctional Center processing department.

Serves on Justice Facilities Security committee and attends staff development training, workshops and/or seminars as directed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE.

Possession of and/or ability to obtain and maintain law enforcement officer certification by Indiana Law Enforcement Academy or equivalent years of experience in law enforcement or security. Ability to obtain special deputy status through Monroe County Sheriff Department.

Possession of and/or ability to obtain handguns/firearms training certification from law enforcement agency. Must be able to qualify annually with an approved agency to maintain certification.

Ability to meet all department hiring and retention requirements, including passage of medical, psychological, written exams, and a drug test.

Thorough knowledge of all standard security and emergency policies and procedures of Monroe County Court System, with ability to effectively implement and coordinate appropriate procedures as required.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare and complete required reports within departmental deadlines.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Ability to supervise Bailiffs, including planning and delegating work assignments, establishing goals, conducting annual work performance evaluations, formulating individual development plans, approving vacations and absences, balancing workloads, reassigning staff as needed, maintaining discipline, resolving conflicts, recommending corrective actions and assisting with reviewing and updating bailiff job descriptions, conducting interviews, screening and background checks, making hiring recommendations and providing orientation for Court Bailiffs.

Ability to properly operate and maintain weapons, metal detectors, X-ray machine, portable radios, and standard office equipment, such as computer, copier, calculator, VCR/TV, DVD player, overhead projector, and telephone.

Ability to identify high risk situations and to implement appropriate action to ensure safety and security of all building occupants.

Ability to closely monitor defendants, jurors, witnesses, and members of the public to assure safety and compliance with all applicable rules, regulations, and requirements.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, court personnel and officials, defendants, jurors, witnesses, inmates, Correctional Center personnel, various law enforcement agencies, private security personnel, Judicial Offices/Facilities, Community Corrections, technical services/maintenance personnel, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to obey all written and oral orders and directives from department superiors.

Ability to perform essential functions of the position without posing a direct threat to health and safety of self and other individuals in the workplace.

Ability to compare or observe similarities and differences between data, people, or things, compile, coordinate, assess data and make determinations.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan and layout assigned work projects, and read and interpret detailed prints, sketches, layouts, and maps.

Ability to occasionally work extended, irregular, evening, and/or weekend hours and travel out of town for jury selection and trials, sometimes overnight.

II. <u>RESPONSIBILITY</u>:

Incumbent performs a variety of regular and recurring security duties in accordance with established rules, regulations, and standard procedures, exercising judgment to effectively assess and address security risks, supervise staff, and respond to emergency situations. Incumbent must have supervisor's permission to deviate from standard operating procedures. Errors in work are primarily detected or prevented through procedural safeguards and legally defined procedures. Undetected errors could result in endangerment and/or loss of life to self and others.

III. <u>PERSONAL WORK RELATIONSHIPS</u>:

Incumbent maintains frequent contact with co-workers, other County departments, court personnel and officials, defendants, jurors, witnesses, inmates, Correctional Center personnel, various law enforcement agencies, private security personnel, Judicial Offices/Facilities, Community Corrections, technical services/maintenance personnel, and the public for purposes of providing information, supervising staff, rendering service, and enforcing security and emergency policies and procedures.

Incumbent reports directly to Deputy Court Administrator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a courtroom, involving sitting/walking at will, standing/walking for long periods, close/far vision, hearing sounds/communication, speaking clearly, handling/grasping/fingering objects, depth/color perception, pushing/pulling objects, bending, crouching/kneeling, and lifting/carrying objects weighing up to 50 pounds. Incumbent is regularly exposed to distraught and/or potentially violent/hostile individuals. Safety precautions must be followed at all times to prevent injury to self or others. Incumbent may occasionally be exposed to bloodborne pathogens, for which universal health precautions must be followed to prevent infection.

Incumbent is occasionally required to work extended, irregular, evening and/or weekend hours and travel out of town for jury selection/trials, sometimes overnight.

(Remainder of page intentionally left blank.)

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Supervising Bailiff for the Monroe County Court System 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

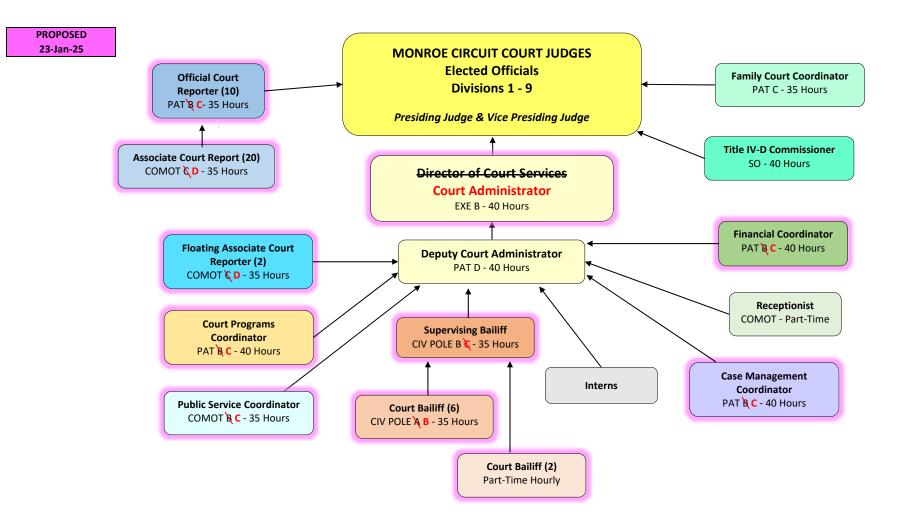
Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name



COURTS DEPARTMENT JOB DESCRIPTION REVIEW AND CLASSIFICATION - 1/23/2025

Associate Court Reporters

Step Level	Employees	
1 - Year	2	\$4,882
3 - Year	8	\$20 <i>,</i> 576
8 - Year	5	\$13,245
14 - Year	2	\$5 <i>,</i> 452
20 - Year	3	\$8,364
25 - Year	0	
Associate	\$52,519	

Floating Court Reporters

Step Level	Employees						
1 - Year	0						
3 - Year	1	\$2,572					
8 - Year	1	\$2,649					
14 - Year	0						
20 - Year	0						
25 - Year	0						
Floating	Floating Reporter Impact						

Official Court Reporters

	Employees	Step Level				
	0	1 - Year				
\$5,176	2	3 - Year				
\$6,200	2	8 - Year				
	0	14 - Year				
\$5,638	2	20 - Year				
\$11,460	4	25 - Year				
\$28,474	Floating Reporter Impact					

Court Bailiff

Step Level	Employees	
1 - Year	0	
3 - Year	2	\$10,256
8 - Year	2	\$10,658
14 - Year	0	
20 - Year	2	\$11,306
25 - Year	1	\$5,791
Court Ba	\$38,011	

Financial Coordinator	14-Year	\$2,742
Case Management Coordinator	20-Year	\$2,819
Court Programs Coordinator	20-Year	\$2,819
Public Service Coordinator	1-Year	\$3,465
Supervising Bailiff	8-Year	\$3,126
Court Administrator	25-Year	No Change

Deputy Court Administrator 20-Year No Change

Family Court Coordinator	20-Year	Changed to Non-Exempt
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(Reviewed & Approved to remain a PAT C - 11/12/2024)

TOTAL FISCAL IMPACT: \$139,196

Calendar Year:	2025	FT Insurance: FICA: PERF:	\$13,000 7.65% 14.20%	1	UNT LINES 18001 18101 18201	
Department:	COL	IRTS				
Fund:	County	General				
Position Title:	Associate Court R	Reporter @ 1-Yr St	ер			
FLSA Status:	Non-E	xempt		Re	emaining	
Current Weekly Hours:	35	35		Pay	roll Claims	
Account Line:	2 Positions	2 Positions			22	
Hourly Base Rate:	\$24.91	\$26.21		EFFE	CTIVE DATE	
	Current	Requested	ESTIMATED	2/	/9/2025	
Classification:	СОМОТ	СОМОТ	Total Annual		POSED FISCAL	 POSED GRAND
Step Level:	С	D	Fiscal Impact		IPACT PER POSITION	OTAL FISCAL IMPACT
Salary:	\$ 45,337	\$ 47,703	\$ 2,366	\$	2,002	\$ 4,004
Insurance:	. ,	\$ 13,000	\$ -	\$	-	N/A
FICA:		\$ 3,650	\$ 181	\$	154	\$ 308
PERF:	\$ 6,438	\$ 6,774		\$	285	\$ 570
TOTALS	\$ 68,244	\$ 71,127	\$ 2,883	\$	2,441	\$ 4,882

Position Title:	Associate Court	ssociate Court Reporter @ 3-Yr Step									
FLSA Status:	Non-	Exem	npt	_				Remaining			
Current Weekly Hours:	35		35				Ра	yroll Claims			
Account Line:	8 Positions	8	8 Positions					22			
Hourly Base Rate:	\$26.22		\$27.59				EFF	ECTIVE DATE			
	Current		Requested	ES	STIMATED		2	2/9/2025			
Classification:	СОМОТ		СОМОТ	То	tal Annual			OPOSED FISCAL		OPOSED GRAND	
Step Level:	С		D	Fis	cal Impact			IMPACT PER POSITION	I	IMPACT	
Salary:	\$ 47,721	\$	50,214	\$	2,493		\$	2,110	\$	16,880	
Insurance:	\$ 13,000	\$	13,000	\$	-		\$	-		N/A	
FICA:	\$ 3,651	\$	3,842	\$	191		\$	162	\$	1,296	
PERF:	\$ 6,777	\$	7,131	\$	354		\$	300	\$	2,400	
TOTALS	\$ 71,149	\$	74,187	\$	3,038		\$	2,572	\$	20,576	

Calendar Year:	2025			ACCOUNT LINES	<u>.</u>	
		FT Insurance:	\$13,000	18001		
		FICA:	7.65%	18101		
		PERF:	14.20%	18201		
Department:	COU	IRTS				
Fund:	County	General				
Position Title:	Associate Court R	Reporter @ 8-Yr St	ер			
FLSA Status:	Non-E	xempt		Remaining		
Current Weekly Hours:	35	35		Payroll Claims		
Account Line:	5 Positions	5 Positions		22		
Hourly Base Rate:	\$27.27	\$28.69		EFFECTIVE DAT	Έ	
	Current	Requested	ESTIMATED	2/9/2025		
Classification:	СОМОТ	СОМОТ	Total Annual	PROPOSED FISCA	- <u>-</u>	OPOSED GRAND
Step Level:	С	D	Fiscal Impact	IMPACT PER POSITION		TOTAL FISCAL IMPACT
Salary:	\$ 49,632	\$ 52,216	\$ 2,584	<mark>\$ 2,18</mark>	7 \$	10,935
Insurance:	\$ 13,000	\$ 13,000	\$-	\$ -		N/A
FICA:	\$ 3,651	\$ 3,842	\$ 191	<mark>\$ 16</mark> 2	2 \$	810
PERF:	\$ 6,777	\$ 7,131	\$ 354	\$ 300) \$	1,500
TOTALS	\$ 73,060	\$ 76,189	\$ 3,129	<mark>\$ 2,64</mark> 9) \$	13,245

Position Title:	Position Title: Associate Court Reporter @ 14-Yr Step										
FLSA Status:	Non-I	Exem	pt				I	Remaining			
Current Weekly Hours:	35		35				Ра	yroll Claims			
Account Line:	2 Positions	2	Positions					22			
Hourly Base Rate:	\$28.32		\$29.79				EFF	ECTIVE DATE			
	Current	R	equested	E	STIMATED		2	2/9/2025			
Classification:	СОМОТ		сомот	-	otal Annual			OPOSED FISCAL	PROPOSED GRAND		
Step Level:	С		D	Fis	scal Impact			IMPACT PER POSITION		OTAL FISCAL IMPACT	
Salary:	\$ 51,543	\$	54,218	\$	2,675		\$	2,264	\$	4,528	
Insurance:	\$ 13,000	\$	13,000	\$	-		\$	-		N/A	
FICA:	\$ 3,651	\$	3,842	\$	191		\$	162	\$	324	
PERF:	\$ 6,777	\$	7,131	\$	354		\$	300	\$	600	
TOTALS	\$ 74,971	\$	78,191	\$	3,220		\$	2,726	\$	5,452	

Calendar Year:	2025			ACCOUNT LINES	
		FT Insurance:	\$13,000	18001	
		FICA:	7.65%	18101	
		PERF:	14.20%	18201	
Department:	COU	IRTS			
Fund:	County	General			
Position Title:	Associate Court R	eporter @ 20-Yr S	Step		_
FLSA Status:	Non-E	xempt		Remaining	
Current Weekly Hours:	35	35		Payroll Claims	
Account Line:	3 Positions	3 Positions		22	
Hourly Base Rate:	\$29.11	\$30.62		EFFECTIVE DATE	
	Current	Requested	ESTIMATED	2/9/2025	
Classification:	СОМОТ	СОМОТ	Total Annual	PROPOSED FISCAL	PROPOSED GRAND
Step Level:	С	D	Fiscal Impact	IMPACT PER POSITION	TOTAL FISCAL IMPACT
Salary:	\$ 52,981	\$ 55,729	\$ 2,748	<mark>\$ 2,326</mark>	\$ 6,978
Insurance:	\$ 13,000	\$ 13,000	\$ -	\$ -	N/A
FICA:	\$ 3,651	\$ 3,842	\$ 191	<mark>\$ 162</mark>	\$ 486
PERF:	\$ 6,777	\$ 7,131	\$ 354	<mark>\$ 300</mark>	\$ 900
TOTALS	\$ 76,409	\$ 79,702	\$ 3,293	<mark>\$ 2,788</mark>	\$ 8,364

Position Title: Floating Court Reporter @ 3-Year Step										
FLSA Status:	Non-	Exem	pt				I	Remaining		
Current Weekly Hours:	35		35				Ра	yroll Claims		
Account Line:	1 Position		1 Position					22		
Hourly Base Rate:	\$26.22		\$27.59			ſ	EFF	ECTIVE DATE		
	Current	-	Requested	E	STIMATED		2	2/9/2025		
Classification:	СОМОТ		СОМОТ	То	otal Annual		PROPOSED FISCAL		PROPOSED GRAND	
Step Level:	С		D	Fis	scal Impact			IMPACT PER POSITION	Γ	OTAL FISCAL IMPACT
Salary:	\$ 47,721	\$	50,214	\$	2,493		\$	2,110	\$	2,110
Insurance:	\$ 13,000	\$	13,000	\$	-		\$	-		N/A
FICA:	\$ 3,651	\$	3,842	\$	191		\$	162	\$	162
PERF:	\$ 6,777	\$	7,131	\$	354		\$	300	\$	300
TOTALS	\$ 71,149	\$	74,187	\$	3,038		\$	2,572	\$	2,572

Calendar Year:	2025			ACCOUNT LINES	
		FT Insurance:	\$13,000	18001	
		FICA:	7.65%	18101	
		PERF:	14.20%	18201	
Department:	COU	IRTS			
Fund:	County	General			
Position Title:	Floating Court Re	porter @ 8-Year S	itep		_
FLSA Status:	Non-E	xempt		Remaining	
Current Weekly Hours:	35	35		Payroll Claims	
Account Line:	1 Position	1 Position		22	
Hourly Base Rate:	\$27.27	\$28.69		EFFECTIVE DATE	
	Current	Requested	ESTIMATED	2/9/2025	
Classification:	СОМОТ	СОМОТ	Total Annual	PROPOSED FISCAL	PROPOSED GRAND
Step Level:	С	D	Fiscal Impact	IMPACT PER POSITION	TOTAL FISCAL IMPACT
Salary:	\$ 49,632	\$ 52,216	\$ 2,584	<mark>\$ 2,187</mark>	\$ 2,187
Insurance:	\$ 13,000	\$ 13,000	\$-	\$ -	N/A
FICA:	\$ 3,651	\$ 3,842	\$ 191	<mark>\$ 162</mark>	\$ 162
PERF:	\$ 6,777	\$ 7,131	\$ 354	<mark>\$ 300</mark>	\$ 300
TOTALS	\$ 73,060	\$ 76,189	\$ 3,129	<mark>\$ 2,649</mark>	\$ 2,649

Position Title:	Official Court Rep	oorter @	🦻 3-Year St	ер				_	
FLSA Status:	Non-E	xempt					Remaining		
Current Weekly Hours:	35		35				Payroll Claims		
Account Line:	2 Positions	2 Po	sitions				22		
Hourly Base Rate:	\$29.80	\$3	31.18			E	FFECTIVE DATE		
	Current	Req	uested	ES	TIMATED		2/9/2025		
Classification:	PAT		PAT	Tot	al Annual	1	PROPOSED FISCAL		POSED GRAND
Step Level:	В		C	Fisc	al Impact		IMPACT PER POSITION		OTAL FISCAL IMPACT
Salary:	\$ 54,236	\$	56,748	\$	2,512		\$ 2,126	\$	4,252
Insurance:	\$ 13,000	\$	13,000	\$	-		\$-		N/A
FICA:	\$ 3,651	\$	3,842	\$	191	1	\$ 162	\$	324
PERF:	\$ 6,777	\$	7,131	\$	354		\$ 300	\$	600
TOTALS	\$ 77,664	\$	80,721	\$	3,057		\$ <mark>2,588</mark>	\$	5,176

Calendar Year:	2025			ACCOUNT LINES	
		FT Insurance:	\$13,000	18001	
		FICA:	7.65%	18101	
		PERF:	14.20%	18201	
Department:	COU	IRTS			
Fund:	County	General			
Position Title:	Official Court Rep	oorter @ 8-Year St	ер		_
FLSA Status:	Non-E	xempt		Remaining	
Current Weekly Hours:	35	35		Payroll Claims	
Account Line:	2 Positions	2 Positions		22	
Hourly Base Rate:	\$31.00	\$32.42		EFFECTIVE DATE	1
	Current	Requested	ESTIMATED	2/9/2025	
Classification:	PAT	ΡΑΤ	Total Annual	PROPOSED FISCAL	PROPOSED GRAND
Step Level:	В	С	Fiscal Impact	IMPACT PER POSITION	TOTAL FISCAL IMPACT
Salary:	\$ 56,420	\$ 59,005	\$ 2,585	<mark>\$ 2,188</mark>	\$ 4,376
Insurance:	\$ 13,000	\$ 13,000	\$ -	\$ -	N/A
FICA:	\$ 3,651	\$ 3,842	\$ 191	<mark>\$ 162</mark>	\$ 324
PERF:	\$ 6,777	\$ 7,131	\$ 354	\$ 300	\$ 1,500
TOTALS	\$ 79,848	\$ 82,978	\$ 3,130	<mark>\$ 2,650</mark>	\$ 6,200

Position Title:	Official Court Rep	ficial Court Reporter @ 20-Year Step									
FLSA Status:	Non-E	xempt		Remaining							
Current Weekly Hours:	35	35		Payroll Claims							
Account Line:	2 Positions	2 Positions		22							
Hourly Base Rate:	\$33.08	\$34.61		EFFECTIVE DATE							
	Current	Requested	ESTIMATED	2/9/2025							
Classification:	PAT	ΡΑΤ	Total Annual	PROPOSED FISCAL	PROPOSED GRAND						
Step Level:	В	С	Fiscal Impact	IMPACT PER POSITION	TOTAL FISCAL IMPACT						
Salary:	\$ 60,206	\$ 62,991	\$ 2,785	<mark>\$ 2,357</mark>	\$ 4,714						
Insurance:	\$ 13,000	\$ 13,000	\$-	\$ -	N/A						
FICA:	\$ 3,651	\$ 3,842	\$ 191	<mark>\$ 162</mark>	\$ 324						
PERF:	\$ 6,777	\$ 7,131	\$ 354	<mark>\$300</mark>	\$ 600						
TOTALS	\$ 83,634	\$ 86,964	\$ 3,330	<mark>\$ 2,819</mark>	\$ 5,638						

Calendar Year:	2025			ACCOUNT LINES	
		FT Insurance:	\$13,000	18001	
		FICA:	7.65%	18101	
		PERF:	14.20%	18201	
Department:	COL	IRTS			
Fund:	County	General			
Position Title:	Official Court Rep	oorter @ 25-Year S	Step		_
FLSA Status:	Non-E	xempt		Remaining	
Current Weekly Hours:	35	35		Payroll Claims	
Account Line:	2 Positions	2 Positions		22	
Hourly Base Rate:	\$33.98	\$35.54		EFFECTIVE DATE	
	Current	Requested	ESTIMATED	2/9/2025	
Classification:	PAT	ΡΑΤ	Total Annual	PROPOSED FISCAL	PROPOSED GRAND
Step Level:	В	С	Fiscal Impact	IMPACT PER POSITION	TOTAL FISCAL IMPACT
Salary:	\$ 61,844	\$ 64,683	\$ 2,839	<mark>\$ 2,403</mark>	\$ 9,612
Insurance:	\$ 13,000	\$ 13,000	\$ -	\$ -	N/A
FICA:	\$ 3,651	\$ 3,842	\$ 191	<mark>\$ 162</mark>	\$ 648
PERF:	\$ 6,777	\$ 7,131	\$ 354	<mark>\$ 300</mark>	\$ 1,200
TOTALS	\$ 85,272	\$ 88,656	\$ 3,384	<mark>\$ 2,865</mark>	\$ 11,460

Position Title:	Court Bailiff @ 3-	-Year Step		_		
FLSA Status:	Non-E	ixempt	_		Remaining	
Current Weekly Hours:	35	35			Payroll Claims	
Account Line:	2 Positions	2 Positions			22	
Hourly Base Rate:	\$22.56	\$25.59		E	FFECTIVE DATE	
	Current	Requested	ESTIMATED		2/9/2025	
Classification:	CIV POLE	CIV POLE	Total Annual		PROPOSED FISCAL	OSED GRAND
Step Level:	А	В	Fiscal Impact		IMPACT PER POSITION	 TAL FISCAL MPACT
Salary:	\$ 41,060	\$ 46,574	\$ 5,514		\$ 4,666	\$ 9,332
Insurance:	\$ 13,000	\$ 13,000	\$ -		\$-	N/A
FICA:	\$ 3,651	\$ 3,842	\$ 191		\$	\$ 324
PERF:	\$ 6,777	\$ 7,131	\$ 354		\$ 300	\$ 600
TOTALS	\$ 64,488	\$ 70,547	\$ 6,059		\$ 5,128	\$ 10,256

Calendar Year:	2025			4	ACCC	OUNT LINES		
		FT Insurance:	\$13,000			18001		
		FICA:	7.65%			18101		
		PERF:	14.20%			18201		
Department:	COL	JRTS						
Fund:	County	General						
Position Title:	Court Bailiff @ 8-	Year Step						
FLSA Status:	Non-E	xempt			R	emaining		
Current Weekly Hours:	35	35			Pay	roll Claims		
Account Line:	2 Positions	2 Positions				22		
Hourly Base Rate:	\$23.46	\$26.62			EFFE	ECTIVE DATE		
	Current	Requested	ESTIMATED		2	/9/2025		
Classification:	CIV POLE	CIV POLE	Total Annual			POSED FISCAL		POSED GRAND
Step Level:	А	В	Fiscal Impact			VIPACT PER POSITION	Т	OTAL FISCAL IMPACT
Salary:	\$ 42,698	\$ 48,449	\$ 5,751		\$	4,867	\$	9,734
Insurance:	\$ 13,000	\$ 13,000	\$-		\$	-		N/A
FICA:	\$ 3,651	\$ 3,842	\$ 191		\$	162	\$	324
PERF:	\$ 6,777	\$ 7,131	\$ 354		\$	300	\$	600
TOTALS	\$ 66,126	\$ 72,422	\$ 6,296		\$	5,329	\$	10,658

Position Title:	Court Bailiff @ 2	0-Ye	ar Step			_				
FLSA Status:	Non-I	Exem	pt				F	Remaining		
Current Weekly Hours:	35		35				Ра	yroll Claims		
Account Line:	2 Positions	2	Positions					22		
Hourly Base Rate:	\$25.04		\$28.41			ſ	EFF	ECTIVE DATE		
	Current	F	Requested	E	STIMATED		2	/9/2025		
Classification:	CIV POLE		CIV POLE	Тс	otal Annual			OPOSED FISCAL		POSED GRAND
Step Level:	А		В	Fis	scal Impact			MPACT PER POSITION	J	OTAL FISCAL IMPACT
Salary:	\$ 45,573	\$	51,707	\$	6,134		\$	5,191	\$	10,382
Insurance:	\$ 13,000	\$	13,000	\$	-		\$	-		N/A
FICA:	\$ 3,651	\$	3,842	\$	191		\$	162	\$	324
PERF:	\$ 6,777	\$	7,131	\$	354		\$	300	\$	600
TOTALS	\$ 69,001	\$	75,680	\$	6,679		\$	5,653	\$	11,306

Calendar Year:	2025			4	ACCO	UNT LINES	
		FT Insurance:	\$13,000		1	18001	
		FICA:	7.65%			18101	
		PERF:	14.20%		-	18201	
Department:	COL	IRTS					
Fund:	County	General					
Position Title:	Court Bailiff @ 25	5-Year Step		_			
FLSA Status:	Non-E	xempt			R	emaining	
Current Weekly Hours:	35	35			Pay	roll Claims	
Account Line:	1 Position	1 Position		_		22	
Hourly Base Rate:	\$25.72	\$29.18			EFFE	CTIVE DATE	
	Current	Requested	ESTIMATED		2/	/9/2025	
Classification:	CIV POLE	CIV POLE	Total Annual			POSED FISCAL	POSED GRAND
Step Level:	А	В	Fiscal Impact			VPACT PER POSITION	OTAL FISCAL IMPACT
Salary:	\$ 46,811	\$ 53,108	\$ 6,297		\$	5,329	\$ 5,329
Insurance:	\$ 13,000	\$ 13,000	\$-		\$	-	N/A
FICA:	\$ 3,651	\$ 3,842	\$ 191		\$	162	\$ 162
PERF:	\$ 6,777	\$ 7,131	\$ 354		\$	300	\$ 300
TOTALS	\$ 70,239	\$ 77,081	\$ 6,842		\$	5,791	\$ 5,791

Position Title:	Financial Coordi	nato	r			_			
FLSA Status:	Non-	Exen	npt				I	Remaining	
Current Weekly Hours:	40		40				Ра	yroll Claims	
Account Line:	1 Position		1 Position					22	
Hourly Base Rate:	\$32.19		\$33.67			ſ	EFF	ECTIVE DATE	
	Current		Requested	E	STIMATED		2	2/9/2025	
Classification:	PAT B		PAT C	Тс	otal Annual			OPOSED FISCAL	POSED GRAND
Step Level:	14-Year		14-Year	Fis	scal Impact			IMPACT PER POSITION	OTAL FISCAL IMPACT
Salary:	\$ 58,586	\$	61,280	\$	2,694		\$	2,280	\$ 2,280
Insurance:	\$ 13,000	\$	13,000	\$	-		\$	-	N/A
FICA:	\$ 3,651	\$	3,842	\$	191		\$	162	\$ 162
PERF:	\$ 6,777	\$	7,131	\$	354		\$	300	\$ 300
TOTALS	\$ 82,014	\$	85,253	\$	3,239		\$	2,742	\$ 2,742

Calendar Year:	2025			<u>/</u>	ACCC	DUNT LINES		
		FT Insurance:	\$13,000			18001		
		FICA:	7.65%			18101		
		PERF:	14.20%			18201		
Department:	COL	JRTS						
Fund:	County	General						
Position Title:	Case Manageme	nt Coordinator		-			•	
FLSA Status:	Non-E	xempt			R	emaining		
Current Weekly Hours:	40	40			Pay	yroll Claims		
Account Line:	1 Position	1 Position				22		
Hourly Base Rate:	\$33.08	\$34.61			EFFE	ECTIVE DATE		
	Current	Requested	ESTIMATED		2	/9/2025		
Classification:	PAT B	PAT C	Total Annual		_	POSED FISCAL		POSED GRAND
Step Level:	20-Year	20-Year	Fiscal Impact			MPACT PER POSITION		OTAL FISCAL IMPACT
Salary:	\$ 60,206	\$ 62,991	\$ 2,785		\$	2,357	\$	2,357
Insurance:	\$ 13,000	\$ 13,000	\$-		\$	-		N/A
FICA:	\$ 3,651	\$ 3,842	\$ 191		\$	162	\$	162
PERF:	\$ 6,777	\$ 7,131	\$ 354		\$	300	\$	300
TOTALS	\$ 83,634	\$ 86,964	\$ 3,330		\$	<mark>2,819</mark>	\$	2,819

Position Title:	Court Programs	Court Programs Coordinator								
FLSA Status:	Non-E	pt					Remaining			
Current Weekly Hours:	40		40				Ра	yroll Claims		
Account Line:	1 Position		1 Position					22		
Hourly Base Rate:	\$33.08		\$34.61				EFF	ECTIVE DATE		
	Current	F	Requested	ES	TIMATED		2	2/9/2025		
Classification:	PAT B		PAT C	То	tal Annual			OPOSED FISCAL	-	POSED GRAND
Step Level:	20-Year		20-Year	Fis	cal Impact			IMPACT PER POSITION	I	OTAL FISCAL IMPACT
Salary:	\$ 60,206	\$	62,991	\$	2,785		\$	2,357	\$	2,357
Insurance:	\$ 13,000	\$	13,000	\$	-		\$	-		N/A
FICA:	\$ 3,651	\$	3,842	\$	191		\$	162	\$	162
PERF:	\$ 6,777	\$	7,131	\$	354		\$	300	\$	300
TOTALS	\$ 83,634	\$	86,964	\$	3,330		\$	<mark>2,819</mark>	\$	2,819

Calendar Year:	2025			4		UNT LINES		
		FT Insurance:	\$13,000 18001					
		FICA:	7.65%			L8101		
		PERF:	14.20%		1	18201		
Department:	COURTS							
Fund:	County	County General						
Position Title:	Public Service Coordinator			_				
FLSA Status:	Non-E	xempt			Re	emaining		
Current Weekly Hours:	35	35			Рау	roll Claims		
Account Line:	1 Position	1 Position				22		
Hourly Base Rate:	\$22.96	\$24.91			EFFE	CTIVE DATE		
	Current	Requested	ESTIMATED		2/	/9/2025		
Classification:	СОМОТ В	COMOT C	Total Annual		PROPOSED FISCAL		PROPOSED GRAND	
Step Level:	1-Year	1-Year	Fiscal Impact		IMPACT PER POSITION		TOTAL FISCAL IMPACT	
Salary:	\$ 41,788	\$ 45,337	\$ 3,549		\$	3,003	\$	3,003
Insurance:	\$ 13,000	\$ 13,000	\$-		\$	-		N/A
FICA:	\$ 3,651	\$ 3,842	\$ 191		\$	162	\$	162
PERF:	\$ 6,777	\$ 7,131	\$ 354		\$	300	\$	300
TOTALS	\$ 65,216	\$ 69,310	\$ 4,094		\$	<mark>3,465</mark>	\$	3,465

Position Title:	Supervising Bailit	ff				_		
FLSA Status:	Non-E	xempt	-		Remaining			
Current Weekly Hours:	35	35			Payroll Claims			
Account Line:	1 Position	1 Position			22			
Hourly Base Rate:	\$26.62	\$28.35		Ε	FFECTIVE DATE			
	Current	Requested	ESTIMATED		2/9/2025			
Classification:	CIV POLE B	CIV POLE C	Total Annual	P	ROPOSED FISCAL		OSED GRAND	
Step Level:	8-Year	8-Year	Fiscal Impact		IMPACT PER POSITION		TOTAL FISCAL IMPACT	
Salary:	\$ 48,449	\$ 51,597	\$ 3,148	ç	5 2 <i>,</i> 664	\$	2,664	
Insurance:	\$ 13,000	\$ 13,000	\$-	ç	; -		N/A	
FICA:	\$ 3,651	\$ 3,842	\$ 191	Ş	5 162	\$	162	
PERF:	\$ 6,777	\$ 7,131	\$ 354	ç	s 300	\$	300	
TOTALS	\$ 71,877	\$ 75,570	\$ 3,693	•,	3,126	\$	3,126	

Waggoner • Irwin • Scheele

& Associates INC

MEMORANDUM

DATE: December 2, 2024

TO: Kim Shell, County Council Administrator

FROM: Lori Seelen and Nancy Norris

SUBJECT: Classification Requests – Public Defender

As requested, Waggoner, Irwin, Scheele, and Associates (WIS) reviewed the following six (6) classification requests for the Monroe County Public Defender Office.

1. Executive Assistant

This is a reclassification request and job description update. The position is currently classified as PAT C Exempt. According to information provided the department is requesting reclassification "due to additional duties added for change in Claims Process and supervising duties altered in light of addition of new positions." The job description has been updated and the position is responsible for directing the administration and operational functions essential to the Department. The position reports directly to the Chief Deputy Public Defender.

Added job duties include: Recommending increases/decreases in staff, reviewing changes in position responsibilities; Monitoring departmental space needs at multiple locations and identifying issues; Preparing and serving as first authentication for accounts payable claims and tracking checks; Overseeing and monitoring compliance and budgets for grants; Reviewing and verifying payroll; Maintaining and updating employee records; and Preparing requests for meetings, budget sessions and budget hearings.

Removed duties include: Directing and overseeing facility operations; Distributing, securing, and monitoring janitorial contractors and supplies; Conducting fiscal and management research; Testifying before televised public hearings; Maintaining and updating master files; and Serving as confidential to Chief Public Defender.

No other changes were made to the job description.

We have assessed this position respective of other positions in the PAT job category and refactored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions. **Recommendation:** Changes to job description provide clarity of duties but do not justify reclassification. We factored the position at 445 PAT factor points. Therefore, it is recommended the position remain at PAT C Exempt and paid within the current salary range for PAT C positions.

2. <u>Senior Paralegal</u>

This is a new position request. Department is requesting creating a Senior Paralegal position due to increased need for finding treatment options along with providing a more efficient reporting structure. A job description has been written and the position will be responsible for managing paralegal team, assisting Public Defender attorneys, providing legal research, litigation support services, and other duties in preparation for court proceedings. The position reports directly to the Executive Assistant.

Job duties include: Performing duties of Executive Assistant in their absence; Assisting with supervising Intern Team; Assisting support staff, system navigators, and investigators; Generating and reviewing client driving records; Interviewing clients and obtaining background and case information; Maintaining assigned caseloads; Assisting attorneys in preparation for court hearings; Performing factual and legal research; Filing appropriate documentation; Serving as second authentication for accounts payable claims process; Collaborating with qualifications of indigent counsel appointments; Assisting with preparation and administration of annual budget; Assisting with preparing reimbursement request; Assists with overseeing compliance with grants and monitoring grant budgets; Coordinating with Courts and Jail for in-custody clients; Locating, contacting, communicating with witnesses and law enforcement personnel; Preparing subpoenas; Testifying in court; Reviewing court hearing recordings and preparing summaries; Providing training and orientation to new paralegals; Serving as backup for Executive Assistant and Secretary; and Managing paralegal team meetings.

Job requirements include: Associate Degree in related field or Baccalaureate Degree from accredited college or university preferred, preferably in field of criminal justice, social, or behavioral sciences or related field. Must have minimum of three (3) years of experience serving in legal field.

We have assessed this position respective of other positions in the PAT job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for PAT positions.

<u>Recommendation</u>: We factored the position at 285 PAT factor points. Therefore, if the position is approved it is recommended the position be classified at PAT A Non-exempt and paid at the current PAT A hourly rate.

3. <u>Paralegal</u>

This is a classification review and job description update. The position is currently classified at COMOT D Non-exempt. The position has been updated and is responsible for assisting in all duties relating to representation of court-appointed clients with exception of representing them in Court and providing legal advice, providing legal research, litigation support services, and other duties in preparation for court proceedings. The position reports directly to the Senior Paralegal.

Added job duties include: Generating and reviewing client driving records; Interviewing clients and obtaining background and case specific information; Assisting attorneys in preparation for court hearings; Performing factual and legal research; Preparing and filing cases for appeal; Filing appropriate documentation; Assisting attorneys with communication with in-custody clients; Communicating with client's family, service providers, and other relevant parties; Assisting support staff, system navigators, and investigators with the completion of tasks; and Providing coverage in absences or staff shortages.

One job duty removed was: Supervising assigned interns and law clerks.

Job requirements have been modified from: Associate Degree in related field. Baccalaureate Degree in criminal justice or related field Preferred; and Possession of or ability to obtain Paralegal certification; to Associate degree in related field or Baccalaureate degree from accredited college or university required, preferably in field of criminal justice, social, or behavioral sciences, or related field.

We have assessed this position respective of other positions in the COMOT job category and refactored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions.

<u>Recommendation</u>: We factored the position at 510 COMOT factor points. Therefore, it is recommended the position remain classified at COMOT D Non-exempt and paid at the current COMOT D hourly rate.

4. System Navigator

This is a new position request. Information provided by the Department states the request is to create the County equivalent of a Grant position. A job description has been created and the position will be responsible for assisting the Public Defender attorneys relating to representation of court-appointed clients in Department of Child Services (DCS) cases with the exception of representing clients in Court. The position reports directly to the Executive Assistant.

Job duties include: Preparing, typing and filing legal documents; Scheduling appointments for clients; Attending appointments and interviewing clients; Maintaining assigned caseload; Performing factual and policy research; Assisting clients in applying and entering into substance abuse and mental health treatment; Assisting clients and treatment facilities in locating insurance and funding information; Assisting clients in locating residential options;

Coordinating with providers and clients in locating resources; Assisting attorneys with ability to communicate with in-custody clients; Locating, contacting, and communicating with witnesses, and law enforcement personnel; Preparing subpoenas; Reviewing court hearing recordings; Coordinating with clients, DCS, and service providers; Attending and participating with child and family team meetings; Performing needs assessment and recommending treatment and service options; Assisting clients with understanding of DCS and Court process; Assisting with development and implementation of concurrency and discharge planning; Assisting support staff and investigators; and Providing coverage in absences or staff shortages.

Job requirements include: Associate Degree in related field and/or Baccalaureate Degree from an accredited college or university, preferred in field of criminal justice, social or behavioral sciences, or related field.

We have assessed this position respective of other positions in the COMOT job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for COMOT positions.

<u>Recommendation</u>: We factored the position at 510 COMOT factor points. Therefore, if this position is approved, it is recommended the position be classified at COMOT D Non-exempt and paid at the current COMOT D hourly rate.

5. <u>Senior Investigator</u>

This is a new position, the Department is requesting to convert one investigator position into Senior Investigator to provide a more efficient reporting structure in the Department. A job description has been created and will be responsible for assisting Public Defenders with preparation and investigation of court cases, digital forensic information, maintaining website, and providing technological assistance. The position reports directly to the Executive Assistant.

Job duties include: Assisting with screening, interviewing candidates, making hiring recommendations, providing orientation, overseeing technology; Reviewing criminal case documentation; Preparing summaries and written transcripts of recordings; Coordinating and assisting in development of case theory and presentation; Interviewing clients in and out of custody; Locating, contacting and interviewing witnesses and victims; Preparing and serving subpoenas; Visiting, photographing, diagraming crime scenes; Obtaining and reviewing records and information; Obtaining, retrieving, and reviewing surveillance data; Downloading, obtaining, and uploading digital evidence; Conducting electronic background searches; Obtaining digital evidence; Receiving and reviewing recorded jail calls, messages and videos of inmates; Testifying in Court hearings; Assisting with audio/visual presentations of evidence; Transporting witnesses; Maintaining system for case files; and Coordinating testing times and training for software programs.

Job requirements for position include: Baccalaureate Degree in related field and/or work experience in law enforcement and/or criminal investigation with formal training in detective work preferred. Must have minimum three (3) years' experience serving in the legal field;

Active membership in an accredited investigator association preferred; and Must be at least 21 years of age.

We have assessed this position respective of other positions in the Civilian POLE job category and factored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for Civilian POLE positions.

Recommendation: We factored the position at 510 Civilian POLE factor points. Therefore, if the position is approved it is recommended the position be classified at Civilian POLE E Non-exempt and paid at the current Civilian POLE E hourly rate.

6. Investigator

This is a classification review and job description update. The position is currently classified at POLE D Non-exempt. The position has been updated and is responsible for assisting Public Defenders with preparation and investigation of court cases. The position reports directly to the Senior Investigator.

Added job duties include: Interviewing clients and obtains background and case information; Locating, contacting, and interviewing witnesses, and victims; Locating and compiling records of clients; Preparing subpoenas; Visiting, documenting, and photographing crime scenes; Diagraming crime scenes; Creating courtroom exhibits; Obtaining and reviewing records and information; Obtaining, retrieving, and reviewing surveillance data; Assisting with playback and analysis of evidence; Downloading, obtaining, and uploading digital evidence; Conducting electronic background searches; Receiving and reviewing digital evidence; Obtaining digital evidence; Receiving and reviewing recorded jail calls, messages and videos for inmates; Testifying in Court hearings; Serving subpoenas and other court orders; Assisting attorneys with video computer; Coordinating with Courts and Jail to ensure in-custody clients' needs are met; Communicating with clients' family members, service providers, and other parties; Transporting witnesses; and Designing and creating databases, spreadsheets, legal documents, and reports.

Job requirements for position; Baccalaureate Degree in related field and/or work experience in law enforcement and/or criminal investigation with formal training in detective work preferred; and Active membership in an accredited investigator association preferred.

We have assessed this position respective of other positions in the POLE job category and refactored the position using the Factor Evaluation System (FES) job classification point-factor guide charts for POLE positions.

<u>Recommendation</u>: We factored the position at 475 POLE factor points. Therefore, it is recommended the position remain classified at POLE D Non-exempt and paid at the current POLE D hourly rate.

POSITION DESCRIPTION

COUNTY OF MONROE, INDIANA

POSITION:	Executive Assistant
DEPARTMENT:	Public Defender
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	PAT C (<i>Professional, Administrative, Technical</i>)

DATE WRITTEN: September 1991 DATE REVISED: February 2021, November 2024

STATUS: Full-time FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Executive Assistant for the Monroe County Public Defender's Office, under guidance of the Chief Deputy Public Defender, responsible for directing the administration and operational functions essential to the direction and operation of the Department.

DUTIES:

Oversees daily administration and operations for Office. Works with Chief Public Defender to assess operations, developing, maintaining, implementing programs, goals, and procedures, including reviewing and revising policies. Develops department programs, long and short-term goals, and procedures, including reviewing and/or revising policies, resolving problems, determining Department priorities, and addressing related issues as needed.

Supervises assigned personnel and off-site staff, including but not limited to conducting interviews, screening and background checks, making hiring recommendations, providing orientation, completing new hire paperwork, delegating work assignments, ensuring staff coverage, approving time off requests and schedules, establishing goals, reviewing work, conducting performance evaluations, making decisions regarding general and/or individual problems, providing corrective instructions, recommending increases/decreases in staff, reviewing changes in position responsibilities and personnel actions, such as promotions, demotions, or transfers, and monitoring and balancing workflow logistics.

Updates Department personnel on changes, conditions, and status of various subject matters, including policy and/or procedural changes, personnel issues, and ensuring compliance with personnel policy.

Monitors departmental space needs at multiple locations and identifies issues regarding facility designs, renovations and repair needs. Distributes keys ensuring security, and coordinates with County ADA and OSHA Coordinators to ensure compliance with regulations and laws.

Prepares, submits, and administers annual budget upon approval, including monitoring and updating as needed, creating, maintaining, and monitoring ledgers and cash balances, providing fiscal projections and recommendations for appropriate allocation of funds. Prepares, presents budgetary reports such as transfers, additional appropriations, and changes in salary ordinance as needed. Prepares requests for

Council and Commissioner meetings, budget sessions and budget hearings, including providing supporting information and documentation as directed.

Prepares and serves as first authentication for accounts payable claims and tracks checks.

Oversees and monitors compliance for grants, including expenditures, preparing and processing claims, balancing and reconciling grant funds, preparing reports, and recommending transfers as needed.

Reviews and verifies payroll, maintaining records and ensuring appropriate funding sources. Maintains department personnel files and updates employee records, including status change forms, longevity payments, and salary step increases as required.

Monitors and replenishes forms and supplies, completing and managing supply orders, coordinating other office needs, updating vendor files, obtaining price quotes and making recommendations regarding purchases.

Ensures proper scheduling of cases, attorneys, and related proceedings, confirming notification of all parties, dates and deadlines, and re-scheduling case proceedings as needed. Oversees composition of legal documents and correspondence for the department, including most pleadings.

Performs various administrative tasks, including receiving and responding to inquiries and complaints concerning Department services and operations, scheduling and advertising board meetings and preparing agenda, and serving as Department liaison to support goals and to further public relations.

Coordinates with Chief Public Defender and Employee Services on conducting investigations and inquiries with discretion into personnel issues, questionable activities, policy violations, and politically sensitive issues.

Coordinates and conducts law intern program. Coordinates and provides training programs and continuing assistance/evaluation for interns and completes related paperwork and procedures as required.

Coordinates evaluation, implementation, and operation of case management system, ensuring successful integration with Court case management system to monitor and manage case allocation, ensuring compliance with adopted caseload standards, monitoring management, statistical information and reports, and maintaining knowledge of technological advances.

Directs and oversees communication to verify and provide case-related information and assistance to personnel and officials from local, state, County offices, attorneys, law enforcement personnel, the media, and the public, ensuring quality of attorney/client relationship and facilitating client advocacy.

Ensures staff are legally bonded as applicable. Coordinates on-going staff development and related education, ensuring proper maintenance of professional status and fulfillment of individual improvement plans.

Serves as Executive Secretary to the Chief Public Defender, including, but not limited to composing and/or transcribing letters, preparing legal documents and correspondence, and assists with maintaining Law Library as directed. Executes special projects as directed by the Chief Public Defender.

Maintains knowledge of current and changing trends in legislation, and court, and establishes new techniques and strategies to ensure quality of indigent criminal defense.

Conducts regular meetings with assigned personnel to review Department operations and sharing professional information. Meets individually with department staff as requested.

Attends meetings, seminars, professional development workshops and staff meetings as assigned.

Attends meetings in the absence of Chief Public Defender as directed and/or necessary.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Business, Public Service, Non-Profit Administration, or equivalent combination of education and experience in a related field.

Possession of and/or ability to obtain and maintain Notary certification.

Thorough knowledge of public administration and management practices, policies, legal requirements and general operations of the Monroe County Public Defender's Office, with ability to effectively develop, implement, and administer office procedures, apply general rules and regulations to specific problems, review and/or revise department policies, propose, advocate, and manage change in a productive manner.

Thorough knowledge of practices and principles of budget and grant administration and financial accounting systems used by County and other agencies, with ability to ensure proper and accurate preparation and administration of grants and budgets, and related financial projections, develop and/or revise appropriate financial procedures, accurately complete financial/statistical reports, and documents and determine appropriate allocation of funds.

Thorough knowledge of programs and services available to clients from other government, social, and private agencies, with ability to assist staff in making/facilitating client referrals as appropriate.

Thorough knowledge of standard English grammar, spelling, and punctuation with the ability to prepare and proofread correspondence, court/legal documents, and written reports, and to prepare and maintain accurate and organized files and records.

Thorough knowledge of legal terminology used by the Public Defender's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Thorough knowledge of case management software and ability to troubleshoot problems and respond to inquiries.

Ability to supervise assigned personnel and off-site staff, including but not limited conducting interviews, screening and background checks, making hiring recommendations, providing orientation, completing new hire paperwork, delegating work assignments, ensuring coverage of tasks in staff absence, approving time off requests and schedules, establishing goals, conducting performance

evaluations, making decisions regarding general and/or individual problems, providing corrective instructions, recommending increases/decreases in staff, reviewing changes in position responsibilities personnel actions, such as promotions, demotions, or transfers, and monitoring and balancing workflow logistics.

Ability to effectively communicate both orally and in writing with co-workers, other County departments, community leaders, state and federal agency representatives, news media, vendors, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to properly operate standard office equipment, such as computer, calculator, multi-line telephone, transcriber/Dictaphone, copier, fax machine, postage meter, projectors, VHS/CD/DVD players, digital camera, camcorder, voice mail, cell phone, and tape recorder.

Ability to provide public access to and/or maintain confidentiality of Department information and records according to internal policies and procedures, and state requirements.

Ability to competently serve the public with diplomacy and respect, including encounters with irate/hostile persons.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to compare or observe similarities and differences between data, people or things.

Ability to define problems precisely, identify and combine relevant facts to reach objectives, to define practical courses of action with a minimum of prompting and reach rapid and sound decisions.

Ability to compile, analyze and evaluate data, and make determinations.

Ability to plan and present public speaking engagements.

Ability to understand, memorize, retain, and follow oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, work rapidly for long periods often amidst frequent distractions and interruptions, and under time pressure from formal schedules, deadlines, and high-volume operations.

Ability to organize and present logical conclusions and sound recommendations resulting from analysis of administrative, financial, factual or other information derived from a variety of sources, effectively prepare accurate and reliable reports, correspondence, and related data.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and compute and perform arithmetic operations.

Ability to work extended, evening, and/or weekend hours and occasionally travel out of town for conferences and seminars, sometimes overnight.

Ability to respond to emergencies on a 24-hour basis.

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

II. DIFFICULTY OF WORK:

Incumbent performs duties that are broad in scope, exercising discretion and independent judgment in developing, maintaining, and implementing department programs, goals and procedures, setting work priorities and accomplishing assignments. Incumbent's work often requires careful consideration of a wide variety of circumstances and highly complex issues.

III. <u>RESPONSIBILITY</u>:

Incumbent ensures proper and effective functioning of the Monroe County Public Defender's Office, including daily operations in administering policies and procedures, resolving conflicts and problems, determining department priorities, determining allocation of funds, and safety of employees and the public. Incumbent's work is reviewed primarily for soundness of judgment, attainment of objectives, effect on department goals/objectives and compliance with legal requirements. Goals and objectives of work are generally known, and unusual circumstances or developments are discussed with Chief Public Defender.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, community leaders, state and federal agency representatives, news media, vendors, contractors, and the public, for purposes of exchanging information, coordinating operations, providing training and instruction and resolving problems.

Incumbent reports directly to the Chief Deputy Public Defender.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, keyboarding, driving, bending, reaching, crouching/kneeling, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/violent individuals.

Incumbent is required to work extended, evening, and/or weekend hours and occasionally travel out of town for conferences and seminars, sometimes overnight. Incumbent is required to respond to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Executive Assistant for the Monroe County Public Defender's Office 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

Type or Print name

 \diamond

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

Date

Type or Print name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Investigator
DEPARTMENT:	Public Defender
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	CIV POLE D (Protective Occupations, Law Enforcement)

DATE WRITTEN: January 2007STATUS: Full-timeDATE REVISED: February 2021, November 2024FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would cause an undue hardship.

Incumbent serves as Investigator for the Monroe County Public Defender's Office, responsible for assisting Public Defenders with preparation and investigation of court cases.

DUTIES:

Assists Public Defenders with initial case examination, and reviewing criminal case documentation, including statements, reports, audio/video recordings, recordings of court hearings, and other evidence. Prepares summaries and/or written transcripts of recordings, verifies technical accuracy and appropriateness of procedures used by Prosecutors, Police, and other law enforcement agencies.

Interviews clients and obtains background and case specific information, including preparing and providing client correspondence as requested by individual attorneys and responding in writing to client's legal questions and concerns, as directed.

Locates, contacts and interviews witnesses, and victims obtaining facts and evidence for litigation. Records written and oral statements as appropriate. Contacts and coordinates with law enforcement personnel and other agencies obtaining and verifying information, facts and evidence. Accurately reports to Defense teams the content of interviews.

Locates and compiles records related to representation of clients, including but not limited to court, medical, criminal, psychiatric, school, employment military and prison records. Evaluates and provides written summaries of records for individual attorneys. Prepares subpoenas for records as requested.

Visits, documents, and photographs crime scenes and capturing accurate and detailed visual evidence. Diagrams crime scenes, including taking measurements and writing descriptions of item placement at scene. Creates courtroom exhibits using crime scene information collected as requested.

Obtains and reviews records and information provided by prosecution to assist defense attorneys in case preparation. Coordinates with interns and paralegals to provide investigative team support on tasks needed for case preparation.

Obtains, retrieves, and reviews surveillance data from prosecutors, businesses, and individuals. Uploads received data into evidence website. Assists with playback and analysis of evidence as technological issues arise. Assist staff by editing and adjusting low quality images.

Downloads, obtains, and uploads digital evidence onto evidence website, including body worn camera evidence, photographs, videos and interviews. Assists in downloading and/or obtaining supplemental digital evidence discovered as needed. Coordinates with Prosecutor to ensure digital evidence is accessible.

Conducts electronic background searches using third party databases, including but not limited to databases for Bureau of Motor vehicles, phone records, and criminal records. Generates and reviews client driving records.

Receives and reviews digital evidence, including but not limited to cellphone extractions, cellphone records, and social media data.

Obtains copies of digital evidence from electronics of law enforcement agencies, independent contractors and/or attorneys. Processes evidence contained on electronics and generating reports in appropriate format to document evidence.

Receives and reviews recorded jail calls, messages and videos for inmates. Provides summary to defense attorneys. Assists attorneys with accessing and formatting files as needed.

Testifies in Court hearings, including authenticating digital evidence such as photographs, video and recordings.

Serves subpoenas and other court orders as directed.

Communicates with attorneys, courts, probation, community corrections, and other counties regarding release options, including but not limited to pretrial release, work release, and home detention options for clients.

Assists attorneys with utilizing video computer to effectively communicate with in-custody clients. Coordinates with Courts and Jail to ensure in-custody clients' needs are adequately and efficiently met in accordance with policies and procedures.

Communicates with clients' family members, service providers, and other relevant parties, as requested.

Transports witnesses to and from court as needed.

Investigates offenders for state agencies, such as Indiana Sentencing Resource Center, Prison Board, and Indiana Public Defenders' Council, providing and/or verifying offender's history and background, making sentencing recommendations, and determining appropriateness of releasing offenders from prison into alternative programs.

Maintains contact with personnel from variety of government, law-enforcement, and community agencies to request and investigate case-related information.

Designs and creates databases, spreadsheets, legal documents, and reports for internal and external departments.

Attends meetings, seminars, professional development training workshops, and staff meetings as assigned. Presents at public meetings of County Council and Commissioners as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate Degree in related field and/or work experience in law enforcement and/or criminal investigation with formal training in detective work preferred.

Active membership to accredited investigator association preferred.

Must be at least 21 years of age.

Thorough knowledge of policies and practices of Monroe County Courts, Criminal Justice system, lawenforcement agencies, and the Public Defender's Office with ability to apply appropriate procedures accordingly.

Thorough knowledge of community geography and police jurisdiction/boundaries.

Working knowledge of local, state, and federal laws, codes, ordinances and police procedures, and ability to apply evidence collection/preservation techniques, conduct investigations and initial proceedings, and assist Public Defenders with other case preparation as needed.

Working knowledge of standard office procedures and computer software programs, including digital forensic software used by the Public Defender's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare legal documents and written reports as required and maintain accurate and organized records.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Ability to effectively communicate and maintain good working relationships with individuals in racially and socioeconomically marginalized communities.

Ability to multitask, maintain order, and prioritize effectively in a fast-paced, high stakes environment while meeting deadlines.

Ability to exercise reasonable judgment, discretion, and confidentiality with sensitive matters.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from law-enforcement, court-related agencies, hospitals, jails, correctional and work release facilities, defendants, witnesses, 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.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, and establish connections with individuals, including occasional encounters with irate/hostile persons.

Ability to properly operate standard office and department equipment, including telephone, cameras, CD/DVD, computer, calculator, and other related equipment.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person or by telephone.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to effectively interview clients and witnesses, analyze and evaluate information, and make determinations.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work independently and with others in a team environment and actively pursue case investigations over lengthy periods of time and a variety of difficulties.

Ability to apply knowledge of people and locations, plan and layout assigned work projects, and occasionally testify in legal proceedings and court as required.

Ability to compute and perform arithmetic calculations, compile data, and read and interpret detailed prints, sketches, layouts, specifications, maps.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town for investigations/case work, but not overnight.

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

II. <u>RESPONSIBILITY</u>:

Incumbent performs various investigative and administrative duties, exercising judgment to properly assess and interview clients and witnesses, examine evidence and crime scenes. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Errors in work are primarily detected or prevented through procedural safeguards and supervisory review. Undetected errors could result in loss of time to correct errors, improper investigation and preparation of cases, and subsequent embarrassment to the Public Defender's Office.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials from law-enforcement, court-related agencies, hospitals, jails, correctional and work release facilities, defendants, witnesses, and the public for purposes of exchanging information and rendering service. Incumbent reports directly to the Senior Investigator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, driving, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is regularly exposed to disturbing evidence, distraught and/or potentially violent persons, and hazards normally associated with law enforcement and investigations.

Incumbent is occasionally required to work extended, evening, and/or weekend hours and travel out of town for investigations and case work, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Investigator for the Monroe County Public Defender's Office 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

Type or Print name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

Date

Type or Print name

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Paralegal
DEPARTMENT:	Public Defender
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	COMOT D (Computer, Office Machine Operation, Technician)

DATE WRITTEN: January 2007STATUS: Full-timeDATE REVISED: February 2021, November 2024FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Paralegal for the Monroe County Public Defender's Office, responsible for assisting in all duties relating to representation of court-appointed clients with exception of representing them in Court and providing legal advice, providing legal research, litigation support services, and other duties in preparation for court proceedings.

DUTIES:

Prepares, types, and files various legal documents, including but not limited to pleadings, responses, motions, legal memorandums, briefs, agreements, exhibit and witness lists, subpoenas, and discovery requests.

Generates and reviews client driving records, including preparing and filing motions related to driving privileges and assisting clients in resolving driving related issues.

Interviews clients and obtains background and case specific information, including preparing and providing client correspondence as requested and responding in writing to clients' legal questions and concerns.

Maintains assigned caseload and assists attorneys representing persons in appointed cases, including but not limited to criminal, juvenile Department of Child Services, mental health, and delinquent child support cases.

Assists attorneys in preparation for court hearings, including but not limited to bond hearings, pretrial conferences, jury trials, sentencing, CHINS fact-finding hearings and termination of parental rights hearings. Assists attorneys with coordination for problem-solving courts.

Assists attorneys in preparation of case related tasks, including but not limited to client meetings, depositions, and reviewing previous pleadings and discovery.

Performs factual and legal research, utilizing computer and library resources as assigned. Coordinates with investigators on analysis of evidence.

Prepares and files cases for appeal, including drafting of briefs, preparing appendix for appeal, monitoring and ensuring deadlines, and responding as needed. Works with trial court and clerk's office regarding requirements to ensure that delays are minimal.

Assists clients with applying and entering into substance abuse and mental health treatment, including providing clients with information and applications for various options, assisting in completing applications, processing applications, and following up with providers regarding acceptance and bed availability. Files appropriate documentation with and/or providing testimony to Courts to facilitate client release to treatment facility.

Assists clients and treatment facilities in locating insurance information and other funding information for payment of treatment services. Researches and meets with treatment facility representatives and coordinators in search of appropriate treatment options for clients at treatment facilities and in Public Defenders Office.

Coordinates with Courts, Prosecutor, Probations offices and jail for cooperation in release to treatment options. Arranges transportation to treatment as needed. Assists attorneys with maintaining contact with clients while in residential treatment. Communicates with treatment facilities regarding clients' success or failures of programs and providing information to attorneys, courts, probation, including filing pleadings and appearing in Court.

Communicates with attorneys, courts, probation and community corrections and other counties regarding release options, including work release and home detention options for clients.

Assists clients in locating residential options to maximize likelihood of release from jail. Assists clients in locating resources for food, shelter, and clothing when released from jail. Assists clients with options for transportation to/from court, probation, daily reporting, or treatment.

Assists attorneys with communication with in-custody clients utilizing video computer equipment, and communicates with client's family, service providers, and other relevant parties as requested or needed.

Locates, contacts, and communicates with witnesses, and law enforcement personnel. Obtains and compiles records, including but not limited to court, medical, psychiatric, school, employment, military, and prison records. Evaluates and provides written summaries of records and prepares subpoenas for records as needed.

Assists support staff, system navigators, and investigators with completion of tasks as requested, and provides coverage in absences or staff shortages of administrative support staff to ensure coverage for office efficiency or representation of clients.

Reviews court hearing recordings and prepares summaries and/or written transcripts as requested.

Testifies in court as required.

Attends conferences, seminars, workshops and related professional education and development programs as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associate degree in related field or Baccalaureate degree from accredited college or university required, preferably in field of criminal justice, social, or behavioral sciences, or related field.

Thorough knowledge of and ability to apply federal, state, and local laws and ordinances of individual situations and circumstances for preparation of cases and defense of clients before the court.

Thorough knowledge of standard legal procedures and practices of Monroe County Court with ability to effectively assist individual attorneys in preparation of cases before the court.

Working knowledge of standard office procedures and computer software programs used by Public Defender's Office with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to conduct legal research and prepare court and legal documents and written reports as required.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from courts, law enforcement, correctional facilities, federal, state, and local government agencies, Prosecutor's Office, Department of Child Services, CASA, medical and treatment facilities, deposition providers, attorneys, defendants, witnesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to type with speed and accuracy and properly operate standard office equipment, such as computer, calculator, multi-line telephone, recording device, copier, transcriber/Dictaphone, and fax machine.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, and make determinations.

Ability to understand, memorize, retain and follow oral and written instructions and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to apply knowledge of people and locations, plan and layout assigned work projects, and compute and perform arithmetic operations.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town for conferences and seminars, but not overnight.

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

II. <u>RESPONSIBILITY</u>:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by caseload and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are restricted by only the broadest policy and/or guidance from supervisor. Errors in work are primarily detected or prevented through self-review of work and/or notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct errors and/or work delays in other Departments and agencies.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials from courts, law enforcement, correctional facilities, federal, state, and local government agencies, Prosecutor's Office, Department of Child Services, CASA, medical and treatment facilities, deposition providers, attorneys, defendants, witnesses, and the public for purposes of exchanging information and conducting factual and legal research.

Incumbent reports directly to Senior Paralegal.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and occasionally in a courtroom, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, keyboarding, driving, bending, reaching, crouching/kneeling, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/violent individuals.

Incumbent is occasionally required to work extended, evening, and/or weekend hours and travel out of town for conferences and seminars, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Paralegal for the Monroe County Public Defender's Office 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

Type or Print name

~~~~~~~~~~~

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

Date

Type or Print name

#### POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

| <b>POSITION:</b>   | Senior Investigator                                        |
|--------------------|------------------------------------------------------------|
| <b>DEPARTMENT:</b> | Public Defender                                            |
| WORK SCHEDULE:     | As Assigned                                                |
| JOB CATEGORY:      | <b>CIV POLE E</b> (Protective Occupation, Law Enforcement) |

#### DATE WRITTEN: November 2024 DATE REVISED:

STATUS: Full-time FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would cause an undue hardship.

Incumbent serves as Senior Investigator for the Monroe County Public Defender's Office, responsible for assisting Public Defenders with preparation and investigation of court cases, digital forensic information, maintaining website, and providing technological assistance.

### **DUTIES**:

Assists with screening and interviewing candidates, including making hiring recommendations, coordinating with Executive Assistant in providing orientation of new employees regarding office technology and oversees interns, law clerks and volunteers to ensure compliance with technology usage policies.

Assists with initial case examination and reviews criminal case documentation, including statements, reports, audio/video recordings of court hearings, and other evidence. Prepares summaries and/or written transcripts of recordings as requested. Verifies technical accuracy and appropriateness of procedures used by Prosecutors, Police, and other law enforcement agencies.

Coordinates with attorneys regarding findings of investigation and presentation of evidence during pretrial and in courtroom. Assists in development of case theory and presentation. Interviews clients in and out of custody to obtain background and case specific information.

Prepares and provides client with wide variety of correspondences as requested by individual attorneys and responds in writing to client's legal questions and concerns as directed.

Locates, contacts and interviews witnesses, and victims to obtain facts and evidence needed in litigation of case. Records written and oral statements as appropriate. Contacts and coordinates with law enforcement personnel and other agencies to obtain or verify information, facts and evidence. Provides accurate interview reports to Defense teams.

Locates and compiles records related to representation of clients, including but not limited to court, medical, criminal, psychiatric, school, employment, military, and prison records. Evaluates and provides written summaries of records for individual attorneys. Prepares subpoenas for records, as requested.

Visits, and photographs crime scenes documenting and capturing accurate and detailed visual evidence.

Diagrams crime scenes including taking measurements and writing descriptions of item placement at scene.

Obtains and reviews records and information provided by the prosecution to assist defense attorneys in case preparation. Coordinates with interns and paralegals to provide investigative team support on tasks needed for case preparation.

Obtains, retrieves, and reviews surveillance data from prosecutors, businesses, and individuals. Uploads received data into evidence website, including assisting with playback and analysis of evidence as technological issues arise. Assists staff by editing and adjusting digital evidence when appropriate.

Downloads, obtains, and uploads digital evidence onto evidence website, including body worn camera evidence, photographs, videos and interviews. Assists in downloading and/or obtaining supplemental digital evidence as needed. Coordinates with Prosecutor to ensure that digital evidence is discovered in accessible manner. Trains staff on how to access digital evidence as needed and troubleshoots issues as needed.

Assists individuals with technological needs ranging from general setup and daily user functions such as ensuring attorneys and staff have access to digital discovery.

Conducts electronic background searches using third-party databases, including but not limited to databases for Bureau of Motor vehicles, phone records, and criminal records. Generates and reviews client driving records.

Receives and reviews digital evidence, including but not limited to cellphone extractions and records, and social media data.

Obtains copies of digital evidence from electronics, law enforcement agencies, independent contractors and/or attorneys. Processes evidence contained on electronics and generates reports.

Receives and reviews recorded jail calls, messages and videos of inmates. Provides summary to defense attorneys. Assists attorneys with accessing and formatting files to ensure access.

Testifies in Court hearings, including authenticating digital evidence, photographs, video and recordings.

Assists attorneys with audio/visual presentations of digital evidence in courtroom, including preparing presentations and exhibits, setting up equipment, and troubleshooting and resolving any technological incidents that arise during the course of courtroom presentation. Serves subpoenas and other court orders as directed.

Communicates with attorneys, courts, probation, community corrections, and other counties regarding release options, including but not limited to pretrial release, work release, and home detention options for clients.

Assists attorneys with communications with in-custody clients utilizing video computer equipment.

Coordinates with Courts and Jail to ensure in-custody clients' needs are adequately and efficiently met in accordance with policies and procedures.

Transports witnesses to and from court as needed.

Collaborates with state agencies, such as Indiana Sentencing Resource Center, Prison Board, and Indiana Public Defenders' Council, providing and/or verifying offender's history and background, making sentencing recommendations, and determining appropriateness of releasing offenders from prison into alternative programs.

Maintains system for case files, performing cleanup and maintenance, ensuring users have capability and assists users on how to utilize the paperless system to meet needs, including data reliability with data table and case information, monitoring available technology data storage, and coordinating with County technology department implements storage maintenance strategies.

Designs and maintains Public Defender's Office websites as assigned.

Assesses computer needs for office, including researching recommendations for system improvements, making suggestions on replacing or implementing new technology, and preparing reports with recommendations.

Coordinates testing times and training for newest versions of software programs. Designs and creates databases, spreadsheets, legal documents and reports for internal and external departments. Assists staff with accessing daily technology needs. Serves as liaison with technology vendors and with technological issues.

Manages investigator team meetings to discuss attorney assignments, workloads, and division of attorney assignments. Meets with investigators to discuss cases, clients, and other related matters, including making changes in division of attorney assignments as needed, ensuring coverage during staff absences, establishing workflow logistics, ensuring investigative team has access to technology related to discovery, and presenting investigator reports and/or assigning to subordinate staff.

Attends meetings, seminars, professional development workshops, and staff meetings as assigned. Presents at public meetings of the County Council and County Commissioners as required.

Performs related duties as assigned.

#### I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate Degree in related field and/or work experience in law enforcement and/or criminal investigation with formal training in detective work preferred. Must have a minimum of three (3) years' experience serving in the legal field.

Active membership in an accredited investigator association preferred.

Must be at least 21 years of age.

Thorough knowledge of policies and practices of Monroe County Courts, Criminal Justice system, lawenforcement agencies, and the Public Defender's Office with ability to apply appropriate procedures accordingly. Thorough knowledge of community geography and police jurisdiction/boundaries.

Working knowledge of computer software programs used by Public Defender's Office including digital forensic software with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of local, state, and federal laws, codes, ordinances and police procedures, and ability to apply evidence collection/preservation techniques, conduct investigations and initial proceedings, and assist Public Defenders with other case preparation as needed.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare legal documents and written reports as required and maintain accurate and organized records.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials of law-enforcement agencies, court-related agencies, hospitals, jails, correctional facilities, inmates, work release facilities, defendants, attorneys, witnesses, 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.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect and establish connections with individuals, including occasional encounters with irate/hostile persons and/or reluctant parties.

Ability to effectively communicate and maintain good working relationships with individuals in racially and socioeconomically marginalized communities.

Ability to multitask, maintain order, and prioritize effectively in a fast-paced, high stakes environment while meeting deadlines.

Ability to exercise reasonable judgment, discretion and confidentiality with sensitive matters.

Ability to properly operate standard office and department equipment, including computers, telephone, cameras, CD/DVD, calculator, and other related equipment.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person or by telephone.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to effectively interview clients and witnesses, analyze and evaluate information, and make determinations.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work independently and with others in a team environment and actively pursue case investigations over lengthy periods of time and a variety of difficulties.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and occasionally testify in legal proceedings/court as required.

Ability to compute and perform arithmetic calculations, compile data, and read and interpret detailed prints, sketches, layouts, specifications, maps.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town for investigations and case work, but not overnight.

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

## II. <u>RESPONSIBILITY</u>:

Incumbent performs various investigative and administrative duties, exercising judgment to properly assess and interview clients and witnesses, examine evidence and crime scenes, and assist Public Defenders with case management and trial preparation. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Errors in work are primarily detected or prevented through procedural safeguards and supervisory review. Undetected errors could result in loss of time to correct errors, improper investigation and preparation of cases, and subsequent embarrassment to the Public Defender's Office.

## III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials of law-enforcement agencies, court-related agencies, inmates, hospitals, jails, correctional facilities, work release facilities, defendants, attorneys, witnesses, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to the Executive Assistant.

## IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, driving, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is regularly exposed to disturbing evidence, distraught and/or potentially violent persons, and hazards normally associated with law enforcement and investigations.

Incumbent is occasionally required to work extended, evening, and/or weekend hours and travel out of town for investigations and case work, but not overnight.

## APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Senior Investigator for the Monroe County Public Defender's Office 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

Type or Print name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

Date

Type or Print name

#### POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

| <b>POSITION:</b>   | Senior Paralegal                                           |
|--------------------|------------------------------------------------------------|
| <b>DEPARTMENT:</b> | Public Defender                                            |
| WORK SCHEDULE:     | As Assigned                                                |
| JOB CATEGORY:      | <b>PAT A</b> (Professional, Administrative, Technological) |

DATE WRITTEN: November 2024 DATE REVISED: STATUS: Full-time FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Senior Paralegal for the Monroe County Public Defender's Office, responsible for managing the paralegal team, assisting Public Defender attorneys, providing legal research, litigation support services, and other duties in preparation for court proceedings.

#### **DUTIES**:

Performs duties of Executive Assistant in their absence, including overseeing and directing general operations of Department.

Assists with supervising Intern Team, involving recruitment, interviewing, preparing and participating in orientation and training, delegating work assignments, reviewing completed work, evaluating performance, updating supervisor and staff on organizational developments, and providing correctional instruction as needed.

Prepares, types, and files various legal documents, including but not limited to pleadings and responses, motions, legal memorandums, briefs, agreements, exhibits, witness lists, subpoenas, and discovery requests.

Generates and reviews client driving records, including preparing and filing motions related to driving privileges and assisting clients in resolving driving related issues.

Interviews clients and obtains background and case information and prepares and provides correspondence as requested.

Maintains assigned caseload and assists attorneys representing persons in appointed cases, including but not limited to criminal, juvenile Department of Child Services, mental health, and delinquent child support cases.

Assists attorneys in preparation for court hearings, including but not limited to bond hearings, pretrial conferences, jury trials, sentencing, CHINS fact-finding hearings and termination of parental rights hearings. Assists attorneys with coordination of problem-solving courts.

Assists attorneys in preparation of case related tasks, including but not limited to client meetings, depositions, and reviewing previous pleadings and discovery.

Performs factual and legal research, utilizing computer and library resources as assigned and coordinating with investigators on analysis of evidence.

Prepares and files cases for appeal, including drafting of brief, preparing appendix for appeal, monitoring and ensuring deadlines, and responding to parties such as Courts and Clerks.

Assists clients in applying and entering into substance abuse and mental health treatment, including providing clients with information and applications for various options, assisting in completing applications, processing applications, and following up with providers regarding acceptance and bed availability. Files appropriate documentation with and/or provides testimony to Courts to facilitate client release to treatment facility.

Coordinates with Courts, Prosecutor, Probations offices and jail for cooperation in release to treatment options, arranging transportation, and assisting attorneys with maintaining contact with clients while in residential treatment. Communicates with treatment facilities regarding clients' success or failures of programs and provides information to attorneys, courts, probation, including filing pleadings and appearing in Court.

Communicates with attorneys, courts, probation, community corrections, and other counties regarding release options, including pretrial release, work release and home detention options for clients.

Assists clients in locating residential options. Assists clients in locating resources for food, shelter, and clothing when released from jail.

Assists attorneys, including public defenders and conflict counsel with utilizing video computers to ensure effective communication with in-custody clients.

Assists with monitoring and making necessary corrections of timeclock (AOD).

Serves as second authentication for accounts payable claims process. Prepares and submits account payable claims in the absence of Executive Assistant.

Collaborates with Executive Assistant with verification of qualifications of indigent counsel appointments outside office of Public Defender.

Assists with preparation, submission and administration of annual budget and supporting documentation, including calculations and exhibits. Assists with monitoring and submitting appropriate paperwork to facilitate adequate funding and preparing reimbursement request for Department to Indiana Public Defender Commission for Monroe County.

Assists with overseeing compliance with departmental grants and monitoring grant budgets, including monitoring grant expenditures, preparing and processing grant claims, submitting upon approval, and preparing and submitting grant reports. Balances and reconciles accounts for grants funds and recommends line-item transfers as needed.

Coordinates with Courts and Jail to ensure in-custody clients' needs are adequately and efficiently met in accordance with policies and procedures.

Locates, contacts, communicates with witnesses and law enforcement personnel. Obtains, and compiles records related to representation of clients, including but not limited to court, medical, psychiatric, school, employment, military, and prison records. Evaluates and provides written summaries of records for individual attorneys. Prepares subpoenas for records as needed.

Communicates with client's family members, service providers and other relevant parties.

Reviews court hearing recordings and prepares summaries and/or written transcripts as requested. Testifies in court as needed.

Provides training and orientation to new paralegals and assists with training of public defender staff with administrative duties.

Serves as backup for Executive Assistant and Secretary for Public Defender Board, including preparing payroll, attending meetings, and recording minutes as directed.

Manages paralegal team meetings, involving discussing attorney assignments, workloads, cases, clients, treatment options, and appeals.

Assists support staff, system navigators, and investigators with completion of tasks as requested. Provides coverage in absences or staff shortages of administrative support staff.

Attends conferences, seminars, workshops and related professional education and development programs as required.

Performs related duties as assigned.

## I. JOB REQUIREMENTS:

Associate Degree in related field and/or Baccalaureate Degree from accredited college or university preferred, preferably in field of criminal justice, social, or behavioral sciences or related field. Must have a minimum of three (3) years of experience serving in legal field.

Thorough knowledge of and ability to apply federal, state, and local laws and ordinances to individual situations and circumstances for preparation of cases and defense of clients before the court.

Thorough knowledge of standard legal procedures and practices of Monroe County Court with ability to effectively assist individual attorneys in preparation of cases before the court.

Working knowledge of standard office procedures and computer software programs used by Public Defender's Office with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of and ability to administer, prepare, and monitor budgets and grants and compute and perform arithmetic operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to conduct legal research and prepare court and legal documents and written reports as required.

Ability to perform duties of Executive Assistant in their absence.

Ability to assist with supervising Intern Team, involving recruitment, interviewing, preparing and participating in orientation and training, delegating work assignments, reviewing completed work, evaluating performance, updating supervisor and staff on organizational developments, and providing correctional instruction as needed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from courts, law enforcement, various federal, state and local government agencies, Prosecutor's Office, Department of Child Services, CASA, medical and treatment facilities, deposition providers, attorneys, defendants, witnesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to type with speed and accuracy and properly operate standard office equipment, such as computer, calculator, multi-line telephone, recording device, transcriber/Dictaphone, copier, and fax machine.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, and make determinations.

Ability to understand, memorize, retain and follow oral and written instructions and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to apply knowledge of people and locations, plan/layout assigned work projects.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town for conferences/seminars, but not overnight.

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

## II. DIFFICULTY OF WORK:

Performs duties that are not directly related to one another. Incumbent operates within well-defined guidelines and rules, and exercises discretion in selecting the appropriate ones to ensure proper completion of assigned tasks.

## III. <u>RESPONSIBILITY</u>:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by caseload and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are restricted by only the broadest policy and/or guidance from supervisor. Errors in work are primarily detected or prevented through self-review of work and/or notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct errors and/or work delays in other Departments and agencies.

## IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials from courts, law enforcement, various federal, state and local government agencies, Prosecutor's Office, Department of Child Services, CASA, medical and treatment facilities, deposition providers, attorneys, defendants, witnesses, and the public for purposes of exchanging information and conducting legal research.

Incumbent reports directly to Executive Assistant.

## V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and occasionally in a courtroom, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, keyboarding, driving, bending, reaching, crouching/kneeling, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/violent individuals.

Incumbent is occasionally required to work extended, evening, and/or weekend hours and travel out of town for conferences and seminars, but not overnight.

## APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Senior Paralegal for the Monroe County Public Defender's Office 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

Type or Print name

 $\diamond$ 

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

Date

Type or Print name

#### POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

| <b>POSITION:</b>     | System Navigator                                                |
|----------------------|-----------------------------------------------------------------|
| <b>DEPARTMENT:</b>   | Public Defender                                                 |
| WORK SCHEDULE:       | As Assigned                                                     |
| <b>JOB CATEGORY:</b> | <b>COMOT D</b> (Computer, Office Machine Operation, Technician) |

#### DATE WRITTEN: November 2024 DATE REVISED:

STATUS: Full-time FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as System Navigator for the Monroe County Public Defender's Office, responsible for assisting the Public Defender attorneys relating to representation of court-appointed clients in Department of Child Services (DCS) cases with the exception of representing clients in Court.

### **DUTIES**:

Prepares, types and files legal documents, including but not limited to appearances, pleadings, responses, motions, legal memorandums, briefs, agreements, and subpoenas.

Schedules appointments to establish client-attorney relationship and provides reminders of appointments throughout the duration of case.

Attends appointments and interviews clients in court appointed cases, involving DCS and obtaining background and case specific information. Prepares and provides client correspondence as requested by individual attorneys and responds in writing to clients' legal questions and concerns.

Maintains assigned caseload and assists attorneys representing persons in appointed cases, including but not limited to criminal, juvenile, Department of Child Services, paternity and delinquent child support cases.

Assists attorneys in preparation for court hearings, including but not limited to bond hearings, pretrial conferences, trials, child in need of services (CHINS) fact-finding hearings, and termination of parental rights hearings (TPR). Assists attorneys in preparation of case related tasks, including but not limited to client meetings, depositions, and reviewing previous pleadings and discovery.

Performs factual and policy research, utilizing computer and library resources as assigned.

Assists clients in applying and entering into substance abuse and mental health treatment, including providing clients with information and applications for various options, assisting in completing applications, processing applications, and following up with providers regarding acceptance and bed availability. Coordinates with paralegal and DCS to file appropriate documentation with Courts to facilitate client release to treatment facility.

Assists clients and treatment facilities in locating insurance information and other funding information for payment of treatment services, including coordinating with DCS for payment of treatment.

Assists attorneys with maintaining contact with clients while in residential treatment. Communicates with treatment facilities regarding clients' success or failures of programs and providing information to attorneys, courts, probation and/or DCS.

Assists clients in locating residential options. Coordinates with providers and clients in locating resources for food, shelter, and clothing when released from jail. Assists clients with identifying options for transportation to/from court, probation, daily reporting, or treatment.

Assists attorneys with communicating with in-custody clients utilizing video computer equipment.

Locates, contacts, and communicates with witnesses, and law enforcement personnel. Obtains and compiles records related representation of clients, including but not limited to court, medical, psychiatric, school, employment, military, and prison records. Evaluates and provides written summaries of records for individual attorneys. Prepares subpoenas for records as needed.

Communicates with client's family members, service providers and other relevant parties as requested or as needed.

Reviews court hearing recordings and prepares summaries and/or written transcripts as requested by individual attorneys.

Coordinates with clients, DCS, and service providers to effectively resolve DCS related cases and assists attorney in providing representation in DCS related cases.

Attends and participates with child and family team meetings (CFTM) with and/or on behalf of client. Reports to attorney outcomes and directives from meeting.

Performs needs assessment and recommends treatment and service options for families in DCS cases.

Assists clients with understanding DCS and Court processes and expectations of service recommendations to successfully resolve DCS cases.

Assists with development and implementation of concurrency and discharge planning. Assists in empowering clients and families to become self-sufficient and provide a safe and nurturing home to ensure permanent placement. Provides DCS and attorneys updates on client progress.

Compiles and provides data related to DCS cases to state and local agencies as requested.

Testifies in court as needed.

Assists support staff and investigators with completion of tasks as requested. Provides coverage in absences or staff shortages of administrative support staff to ensure coverage for office efficiency or representation of clients.

Attends conferences, seminars, workshops and related professional education and development programs as required.

Performs related duties as assigned.

## I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associate Degree in related field and/or Baccalaureate Degree from an accredited college or university, preferred in field of criminal justice, social or behavioral sciences, or related field.

Thorough knowledge of and ability to apply federal, state, and local laws and ordinances to a wide variety of individual situations and circumstances for preparation of cases and defense of clients before the court.

Thorough knowledge of standard legal procedures and practices of Monroe County Court with ability to effectively assist individual attorneys in preparation of cases before the court.

Working knowledge of standard office procedures and computer software programs used by Public Defender's Office with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to conduct legal research and prepare court and legal documents and written reports as required.

Ability to exercise reasonable judgement, discretion and confidentiality with sensitive matters.

Ability to effectively communicate orally and in writing with co-workers, other County departments, personnel and officials from courts, law enforcement, correctional facilities, various federal, state and local government agencies, Prosecutor's Office, Department of Child Services (DCS), CASA, medical and treatment facilities, deposition providers, attorneys, defendants, witnesses, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to type with speed and accuracy and properly operate standard office equipment, such as computer, calculator, multi-line telephone, recording device, transcriber/Dictaphone, copier, and fax machine.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect and establish connections with individuals, including occasional encounters with irate/hostile persons and/or reluctant parties.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, and make determinations.

Ability to understand, memorize, retain and follow oral and written instructions and present findings in oral or written form.

Ability to file, post, mail materials, and maintain accurate and organized records.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and compute and perform arithmetic operations.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town for conferences and seminars, but not overnight.

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

## II. <u>RESPONSIBILITY</u>:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by caseload and service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decisions are restricted by policy and/or guidance from supervisor. Errors in work are primarily detected or prevented through self-review of work and/or notification from other departments, agencies or the public. Undetected errors could result in loss of time to correct errors and/or work delays in other departments and agencies.

## III. <u>PERSONAL WORK RELATIONSHIPS</u>:

Incumbent maintains frequent contact with co-workers, other County departments, personnel and officials from courts, law enforcement, correctional facilities, various federal, state and local government agencies, Prosecutor's Office, Department of Child Services (DCS), CASA, medical and treatment facilities, deposition providers, attorneys, defendants, witnesses, and the public for purposes of coordinating services, exchanging information and conducting factual and legal research.

Incumbent reports directly to Executive Assistant.

## IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and occasionally in a courtroom, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, keyboarding, driving, bending, reaching, crouching/kneeling, close/far vision, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to hostile/violent individuals.

Incumbent is occasionally required to work extended, evening, and/or weekend hours and travel out of town for conferences and seminars, but not overnight.

## APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of System Navigator for the Monroe County Public Defender's Office 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

Type or Print name

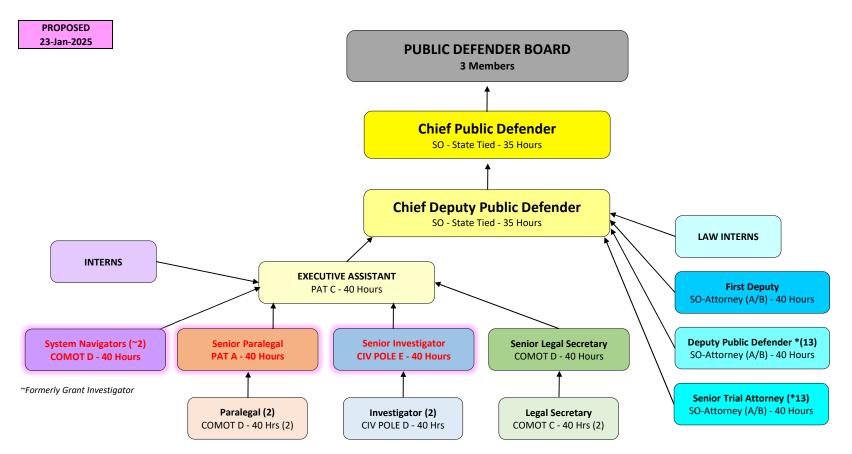
~~~~~~~~~~~

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor signature

Date

Type or Print name



*Total Attorney Count = 13

The qualification level of the attorney determines whether the position is a SO-Attorney A (Deputy) or SO-Attorney B (Senior). The number of each of these positions may vary based on qualification requirements.

PUBLIC DEFENDER OFFICE JOB DESCRIPTION REVIEW AND CLASSIFICATION - 1/23/2025

Senior Paralegal	l		Investigator		
Step Level	Employees		Step Level	Employees	
14 - Year	1	\$1,930	14 & 20	2	No Change
Senior Investiga	tor		Paralegal		
Step Level	Employees		Step Level	Employees	
3 - Year	1	\$4,570	8 & 14	2	No Change
ystem Naviaga	tor		Executive Assist	tant	
Step Level	Employees		Step Level	Employees	
3 - Year	1	*No Impact	14-Year	1	No Change

*No Impact

\$0

8 - Year

1

System Navigator Impact

TOTAL PUBLIC DEFENDER IMPACT: \$6,500

The employees moved to the System Navigator positions will need to be grandfather at their current rate due to the classification change.

*There is <u>not</u> a fiscal impact for those positions for 2025 and is not included in the above total.

ESTIMATED COMPENSATION FISCAL IMPACT

Calendar Year: 2025

		ACCOUNT LINES
FT Insurance:	\$13,000	18001
FICA:	7.65%	18101
PERF:	14.20%	18201

Department:	PU	IBLIC D	EFE	NDER					
Fund:	Ρ.	D. Supplei	nenta	al Fund					
Position Title:	Senior I	Paralegal	New) - move 1 ex	isting	paralegal	_		
FLSA Status:		Non-E	xemp	ot				Rer	naining
Current Weekly Hours:	4	40		40				Payro	oll Claims
Account Line:	1 Po	sition	1	Position					22
Hourly Base Rate:	\$2	9.79		\$30.42				EFFEC	TIVE DATE
	Cu	rrent	Re	equested	EST	IMATED		2/9	/2025
Classification:	CON	IOT D		PAT A	Tota	l Annual			SED FISCAL
Step Level:	14-	Year		14-Year	Fisca	al Impact			PACT PER DITION
Salary:	\$	61,964	\$	63,274	\$	1,310		\$	1,109
Insurance:	\$	13,000	\$	13,000	\$	-		\$	-
FICA:	\$	4,669	\$	5,008	\$	339		\$	287
PERF:	\$	8,666	\$	9,296	\$	630		\$	<mark>534</mark>
TOTALS	\$	88,299	\$	90,578	\$	2,279		\$	1,930

Fund:	County							
Position Title:	Senior Investigat	or (New) - ı	nove 1	existing	g Investiga	tor		
FLSA Status:	Non-I	Exempt					Re	maining
Current Weekly Hours:	40	40					Payr	oll Claims
Account Line:	1 Position	1 Posit	ion					22
Hourly Base Rate:	\$29.34	\$31.4	7				EFFEC	TIVE DATE
	Current	Reques	Requested		VATED		2/9	9/2025
Classification:	CIV POLE D	CIV POLE E			Annual			OSED FISCAL
Step Level:	3-Year	3-Yea	ir	Fiscal	Impact			PACT PER DSITION
Salary:	\$ 61,028	\$ 65	5,458	\$	4,430		\$	3,749
Insurance:	\$ 13,000	\$ 13	3,000	\$	-		\$	-
FICA:	\$ 4,669	\$ 5	5,008	\$	339		\$	287
PERF:	\$ 8,666	\$ 9	9,296	\$	630		\$	534
TOTALS	\$ 87,363	\$ 92	,762	\$	5,399		\$	4,570

ESTIMATED COMPENSATION FISCAL IMPACT

Calendar Year: 2025

		ACCOUNT LINES
FT Insurance:	\$13,000	18001
FICA:	7.65%	18101
PERF:	14.20%	18201

Department: **PUBLIC DEFENDER**

Fund:	County General					
Position Title:	System	Navigato	r (Ne	w) - move 1 e	existi	ng Investigator
FLSA Status:		Non-E	xem	ot		
Current Weekly Hours:		40		40		
Account Line:	1 Pc	sition				
Hourly Base Rate:	\$3	0.51		\$28.69		
	*Curre	nt Rate (gran	dfathered)	ES	TIMATED
Classification:	CIV F	POLE D	C	COMOT D	Tot	al Annual
Step Level:	8-	Year		8-Year	Fisc	al Impact
Salary:	\$	63,461	\$	59,676	\$	(3,785)
Insurance:	\$	13,000	\$	13,000	\$	-
FICA:	\$	4,669	\$	5,008	\$	339
PERF:	\$	8,666	\$	9,296	\$	630
TOTALS	\$	89,796	\$	86,980	\$	(2,816)

Fund:	County General					
Position Title:	Syst	em Navigato	r (N e	ew) - move 1 e	existi	ng Investigatoi
FLSA Status:		Non-E	xem	pt		
Current Weekly Hours:		40		40		
Account Line:	1	Position				
Hourly Base Rate:		\$29.34		\$27.59		
	*Cu	rrent Rate (grar	dfathered)	ES	TIMATED
Classification:	С	V POLE D	•	COMOT D	Tot	tal Annual
Step Level:		3-Year		3-Year	Fise	cal Impact
Salary:	\$	61,028	\$	57,388	\$	(3,640)
Insurance:	\$	13,000	\$	13,000	\$	-
FICA:	\$	4,669	\$	5,008	\$	339
PERF:	\$	8,666	\$	9,296	\$	630
TOTALS	\$	87,363	\$	84,692	\$	(2,671)

*The classification decrease is due to a transition of a Grant position to a County position job description. Historically, Council has grandfathered the employee at the **"Current"** classification rate until the compensation rate for the AMENDED classification meets or exceeds the grandfathered rate.

POSITION DESCRIPTION COUNTY OF MONROE, INDIANA

POSITION:	Health Services Director
DEPARTMENT:	Health
DIVISION:	Health Services
WORK SCHEDULE:	As Assigned
JOB CATEGORY:	PAT D (<i>Professional, Administrative, Technological</i>)

DATE WRITTEN: August 2024 DATE REVISED: October 2024

STATUS: Full-time FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as of Health Services Director for the Monroe County Health Department Health Services Division, responsible for overseeing clinical support services for the prevention and treatment of infectious diseases, developing and overseeing compliance with community health education programs, supervising staff, and ensuring compliance with required standard operating procedures for infectious and communicable diseases.

DUTIES:

Supervises and directs personnel, including ensuring compliance with clinical operations, ensuring quality control standards are met, conducting pre-employment reference checks, interviewing candidates, making hiring and firing recommendations, planning, delegating, and reviewing work assignments, conducting performance evaluations, providing corrective instruction, registering and training new hires for programs and systems, providing training and obtaining job specific licenses and certifications, adding new hires to email lists, and enrolling in professional memberships.

Provides backup in the absence of assigned personnel, including greeting and assisting clients, answering telephone, scheduling appointments, completing forms, providing instructions, responding to inquiries, taking messages, and directing calls to appropriate individuals. Conducts reminder calls to clients for scheduled appointments as needed.

Oversees Division employee timekeeping, enforcing employee schedules, and notifying of Health Administrator of issues. Approves conference and training requests and submits for approval.

Oversees and assigns various administrative duties to personnel, including entering data into computer, pulling and filing medical records and laboratory reports, preparing department correspondence, opening, sorting, and distributing mail, copying and faxing documents, and maintaining updated files. Oversees health education programs, including community engagement activities conducted by assigned staff, ensuring program materials are up-to-date and relevant to community needs and core service requirements. Prepares monthly program activity reports and submits to the Health Administrator for review and approval.

Collaborates with Health Administrator on identified program issues and for updating programs to enhance service delivery and health outcomes.

Serves as Health Department's HIPAA Privacy Officer, including monitoring compliance and conducting routine training for current and new employees, audits, agreements, investigations, and policy reviews.

Supervises assigned personnel to ensure ongoing maintenance of patients' rights to privacy and maintenance of confidential files. Ensures compliance with all applicable Monroe County Health Department policies and procedures, HIPAA regulations, and all other federal laws relating to privacy, confidentiality, and service delivery.

Collects program, epidemiological, and clinical health data, performing data analysis, and maintaining program, including using data to create reports and visual representations of findings which may be used to develop quality improvement initiatives and submitting to Health Administrator.

Directs and oversees collection of service statistics for Division, ensuring compliance with all applicable laws and regulations. Oversees maintenance of program statistics, evaluations, and related program files. Prepares program activity reports for the Division of Disease Intervention, submitting for review and approval.

Implements and coordinates management policies for inventory, conducting audits of supply inventory, including medication to ensure policy compliance. Prepares and submits purchase orders and claims for approval.

Collaborates with Health Administrator, to develop interventions to improve health equity in Monroe County.

Serves as liaison to contractors for Division's health-related services, including but not limited to cleaning, syringe disposal, and trash services. Oversees office equipment maintenance and service, and coordinate equipment repairs as needed.

Answers questions and provides information to patients and community partners concerning health information and clinic scheduling assistance for STD testing and treatment and other related clinical health services.

Prepares various reports and documents as requested.

Attends educational and training sessions as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Master's degree in nursing, epidemiology, or science preferred with five (5) years of clinical related experience preferred. Bachelor of Nursing degree from accredited institution and Indiana license required, and 35 hours of annual education and development required.

Possession of CPR certification mandatory within thirty (30) days of hire.

Thorough knowledge of standard principles and practices of public health with ability to effectively oversee health education programs and administer clinic operations.

Thorough knowledge and ability to make practical application of public health laws and accepted principles and practices of Public Health Nursing.

Practical knowledge of Health Insurance Portability and Accountability Act.

Practical knowledge of health and social services available to County residents, and ability to coordinate services and facilitate referrals.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and reports.

Ability to supervise and direct personnel, including ensuring compliance with clinical operations, ensuring quality control standards are met, conducting pre-employment reference checks, interviewing candidates, making hiring and firing recommendations, planning, delegating, and reviewing work assignments, conducting performance evaluations, providing corrective instruction, registering and training new hires for programs and systems, providing training and obtaining job specific licenses and certifications, adding new hires to email lists, and enrolling in professional memberships.

Ability to properly use standard office equipment, including computer, telephone, copier, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, accreditation and regulatory agencies, medical providers, community organizations, physicians' offices, medical laboratories, 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.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in written form.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to respond to emergencies on 24-hour basis.

Ability to occasionally work evenings and extended hours and travel out of town for training, sometimes overnight.

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

II. <u>DIFFICULTY OF WORK</u>:

Incumbent exercises independent judgment in interpreting general guidelines, instructions, and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new unique problems.

III. <u>RESPONSIBILITY</u>:

Incumbent operates within general guidelines and departmental policies, with desired results of work clearly specified. Unusual problems are discussed with supervisor, and incumbent is responsible for exercising independent judgment in applying departmental policies in a variety of situations and circumstances. Work product has a significant impact on departmental operations, and quality of work is periodically assessed on basis of soundness of judgment, adherence to guidelines, and conformity with departmental policies and practices.

IV. <u>PERSONAL WORK RELATIONSHIPS</u>:

Incumbent maintains frequent communication with co-workers, other County departments, accreditation and regulatory agencies, medical providers, community organizations, physicians' offices, medical laboratories, and the public for purposes of exchanging information and responding to inquiries.

Incumbent reports directly to Health Officer for medical related protocol, and to Health Administrator for administrative/operational matters.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, bending/crouching/kneeling, reaching, close/far vision, color/depth perception, hearing sounds/communication, keyboarding, driving, and handling/grasping/fingering objects. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent is occasionally required to work evenings and extended hours and travel out of town for training sometimes overnight. Incumbent is occasionally required to respond to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Health Services Director for the Monroe County Health Department Health Services Division 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

Type or Print Name

I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

