

STARKE COUNTY COURT SERVICES



Job Posting

Position Title: Program Assistant

Department: Starke County Community Corrections

Salary Range: Based upon experience \$11.00-\$15.00

Qualifications: Incumbent serves as a P/T Program Assistant for Starke County Community Corrections, responsible for working with staff on special projects including, but not limited to; conducting limited research analysis of program results, assist case managers in conducting, and reviewing program compliance, make appropriate referrals to approved community agencies as directed by case managers, conduct compliance (field) checks, oversee the collection of drug screens, assist staff in preparing disciplinary hearings, answer phone calls, enforce program rules/regulations, and assist visitors when necessary.

Status: Part-Time

Please submit resume to:

Starke County Community Corrections
108 N. Pearl St.
Knox, IN 46534
or
kwoods@co.starke.in.us

Open Date: February 14, 2022

Close Date: February 18, 2022