

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; fiscal management reports for criminal justice stakeholders, and the IDOC, preparing budgets, overseeing grant funding compliance, fee collections, overseeing internal quality assurance standards are being adhered to, internal policy review/revision, answer phone calls, enforce program rules/regulations, and assist visitors, and vendors 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