



POSITION DESCRIPTION

Position Title: Administrative Assistant/Intake Officer
Reports to: IPP Director
Program Area: Intermediate Punishment Programs
Compensation Level: P & A Grade 3 (Entry \$17.51 – \$25.43 max)
Full Time (35 Hrs. per week)
Medical/Dental/Vision/Life benefits available
13 Paid Holidays per year
Paid Vacation and Sick Time
County Defined Benefit Pension Plan

Position Summary:

Responsible for the overall offender and program participant intake for the Intermediate Punishment Program Department services including but not limited to Administrative, House Arrest, Accelerated Rehabilitative Disposition, Pretrial/TASC, Community Service, Specialty Courts (*Veteran's Court, Mental Health Court, & Treatment Court*). This position includes but is not limited to maintenance of offender files both hard copy and computerized, billing for program fees, participant contact, telephone responsibility, use of all office equipment and data entry and appropriate drug testing. This position requires the staff person to act as the Intake Contact that requires criminal defendant interaction.

Major Duties:

Administrative Assistant Responsibilities:

1. Performs the collection and testing of urine specimens for all IP programs including Specialty Courts (*Veterans Court, Mental Health Court & Treatment Court*). This includes drug testing outside of the office as needed.
2. Assist in all the IP programs allowing their administration processes to run smoothly, efficiently and in a timely manner.
3. Work directly with the Magisterial District Judges and their staff to prepare necessary paperwork and files in order to ensure their sentences are administered properly from initiation to completion.
4. Responsible for preparing all IPP correspondence as it relates to the Courts, PA Board of Probation and Parole, District Attorney, Clerk of Courts, Court Administrator and the Mercer County jail. This correspondence includes but is not limited to Sentence Court Lists, Completion notices and other vital information for the efficient processing of offender information.
5. Compile and record all program drug test data and provide related reports and conduct monthly billing responsibility.
6. Reviews all files to insure updated and accurate information available for supervisory staff use.
7. Responsible for providing credit time reports to the courts and other appropriate departments.
8. Responsible for inventory and ordering of office supplies as needed.

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9. Assist IPP Director in preparing for meetings, collating and distributing all necessary paperwork and data as it relates to non-IPP responsibilities such as Criminal Justice Advisory Boards.
10. Performs such other related tasks and duties as may be requested or assigned by the IPP Director in support of the IP Program and non-IPP programs.
11. Responsible for opening and routing all mail correspondence and maintaining the confidentiality of all correspondence.
12. Responsible for the typing of reports, correspondence, forms and records for IP Department.
15. Maintain the position professionalism, credibility and integrity at all times.
16. Responsible for ordering all drug testing supplies and contacting Lab for additional specimen drug testing.
17. Scheduling with FEDEX to pick up urine samples to be sent to lab.

Intake Officer Responsibilities:

1. Performs the collection of urine specimen samples for drug testing purposes.
2. Responsible for all defendant intake processing and maintaining the defendant database for all IP programs. This involves direct contact with defendants and may include providing directions to defendants as well as photographing defendants.
3. Provides intake information to all staff by preparing all files and other material to facilitate action by program supervisors.
4. Responsible for taking all offender photographs and downloading and maintaining the photo library of all IPP participants.
5. Testifies in court as it relates to drug tests collection and as otherwise necessary.
6. Conducts offender contacts both personal and telephonic and ensures defendant supervisor contacts as appropriate.

Other Job Duties:

1. Attend trainings and seminars as required.
2. Performs other job-related duties as required.

Supervision Received:

1. Instruction and supervision from IPP Director in regard to daily work duties.

Supervision Given:

1. None

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Qualifications:

- A. Education/Training:
 - a. Minimum of a high school diploma
 - b. Proficient in computer technology with Excel, Word and other Microsoft programs.

- c. Updating of specialized skills to appropriately enhance the skills required for the positions.
- d. Working knowledge of and ability to proficiently operate all office related equipment to include but not limited to copying machines, fax machines and personal computers.
- e. Ability to learn and understand practices and procedures for the operation of all the IPP programs.
- f. Ability to pass certification training as required and updating of specialized skills to include specialized training programs including self-defense, TASER and weapons of self-defense.
- g. Working knowledge of drug testing procedure to include collection of specimen samples for drug testing purposes for individual IP programs and court ordered testing.

B. Work Experience:

- a. 1-2 years' experience required.
- b. Knowledge of criminal justice system preferred.
- c. Knowledge and understanding of all Intermediate Punishment programs.

Knowledge, Skills and Abilities Required:

- 1. Must be able to speak and understand the English language in an understandable manner in order to carry out the essential job functions.
- 2. Must possess good communication and interpersonal skills.
- 3. Must possess initiative and problem solving skills
- 4. Must possess the ability to make independent decisions when circumstances warrant such action.
- 5. Must be a team player and possess ability to function independently, having flexibility and the ability to work effectively with co-workers and staff.
- 6. Must possess the ability to maintain confidentiality in regard to offender information and records and office related matters.
- 7. Must be able to maintain accurate statistics and records in computer and in files and to provide required reports in a timely manner.

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Working Conditions:

- 1. Works indoors in adequate work space with adequate temperatures, ventilation and lighting.
- 2. Moderate exposure to stress and disruptions.
- 3. Normal indoor exposure to dust/dirt.
- 4. Works in conditions of potential outbursts or disruptive behavior of defendants.
- 5. Potential exposure to infectious diseases during urinalysis and contacts.

Physical and Mental Conditions:

1. Must possess the ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching, as necessary to carry out job duties.
3. Must be able to cope with the physical and mental stress of the position.
4. Must be able to react quickly physically and mentally in the event of a disturbance or physical outbreak.

How To Apply:

Please send the standard County application, letter of interest, salary history, resume, and three references to the following:

Mercer County Human Resources Dept.
125 S. Diamond Street, Suite 17
Mercer, PA 16137

Copies of College transcripts and clearances will be required upon interview.

Deadline to Apply: September 2, 2025