



---

## Job Description

Position Title: Administrative Assistant/Intake Officer  
Reports to: IPP Director  
Program Area: Intermediate Punishment Programs  
Compensation Level: P & A Grade 3 (Entry \$17.9467/hr.)  
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 & Responsibilities:**

#### **Administrative Assistant:**

1. Perform 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 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 responsibilities.
6. Review all files to ensure that updated and accurate information is 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.
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. Perform 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 IPP Department.
13. Maintain the position professionalism, credibility and integrity always.
14. Responsible for ordering all drug testing supplies and contacting lab for additional drug specimen testing.
15. Scheduling FEDEX to pick up urine samples to be sent to lab.

**Intake Officer:**

1. Perform the collection of urine specimen samples for drug testing purposes.
2. Responsible for all defendant intake processing and maintaining the defendant database for all IPP. This involves direct contact with defendants and may include providing directions to defendants as well as photographing defendants.
3. Provide 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. Testify in court as it relates to drug test collection and as otherwise necessary.
6. Conduct offender contacts, both personal and telephonic, and ensure defendant supervisor contacts as appropriate.

**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 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 is 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 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 regarding offender information and records and office related matters.
7. Must be able to maintain accurate statistics, and records on the computer and in files, and to provide required reports in a timely manner.

**Working Conditions:**

1. Work indoors in adequate workspace with adequate temperatures, ventilation and lighting.
2. Moderate exposure to stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Work 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.
- 

**To Apply:**

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County  
HR Department  
125 S Diamond Street, Suite 17  
Mercer, PA 16137  
[hr@mercercountypa.gov](mailto:hr@mercercountypa.gov)

Applications can be submitted via USPS, e-mail, or hand delivered.

**Deadline to Apply: Position Will Be Posted Until Filled**