



# **KENDALL COUNTY**

## **OFFICE OF THE SHERIFF**

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### **KENDALL COUNTY SHERIFF'S OFFICE Part Time Electronic Home Monitoring (EHM) Assistant Coordinator JOB DESCRIPTION**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

#### **GENERAL SUMMARY**

As a Kendall County Sheriff's Office Part-Time Electronic Home Monitoring (EHM) Assistant Coordinator, the employee shall oversee those that are referred by the Twenty-Third Judicial Court to the EHM program. The EHM Assistant Coordinator is responsible for the service delivery to those assigned to be part of the EHM program; to include the assignment and disconnection of the GPS monitors, conducting the appropriate oversight to ensure that the participants of the EHM program are in compliance, taking appropriate action and making the appropriate notifications for those that are not compliant. In this position, the employee shall have access to confidential information regarding personnel matters, financial information, and other sensitive information related to management and internal operations of Kendall County Sheriff's Office.

A Kendall County Sheriff's Office Part Time EHM Assistant Coordinator reports to the Electronic Home Monitoring Coordinator. This position is a part-time, Fair Labor Standards Act (FLSA) non-exempt position.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

##### **A. General Duties:**

- Must be punctual and have regular attendance.
- Performs all other duties as assigned.
- Drives to and from various sites as required for home verifications.
- Monitors the conditions of GPS and the field movement as set forth by the Twenty-Third Judicial Court.
- Reports violations to the State's Attorney's Office.
- Performs GPS enrollments following established guidelines and procedures per unit policies and procedures.
- Maintains an accurate inventory of GPS equipment and ensures supplies are available to carry out the court's orders.
- Keeps an accurate record of GPS monies owed vs paid and reports up to date information to the court. Completes accurate data entry in the department's management system and contracted GPS vendor system to ensure outcome analysis is correct and service delivery with the on call team is consistent
- Develops and maintains positive working relationships with allied agencies and other interested groups within the community.
- Complies with all applicable statutes and keeps abreast of current developments in the area of probation and Technology.

- Supervises and counsels defendants placed under his/her supervision in order to achieve successful completion of court ordered terms
- Prepares and coordinates all information relative to his/her case assignment in order to provide timely and accurate factual information to the court when called upon to testify in GPS violation hearings.
- Refers, in a timely and appropriate manner, all appropriate cases to community agencies and monitors progress through regular contact with said agencies.
- Maintains an accurate and timely historical record of all information related to electronic monitoring cases under his/her supervision.
- Provides accurate information to probation departments outside the jurisdiction of Kendall County as it relates to GPS cases.
- Assesses on a continuous basis method to improve service delivery.
- Performs special projects and responsible for successful completion of directives as specified by the Command Staff.
- Attends and participates in meetings, court, staffing and home visits as ordered by the court and/or Command Staff.
- Adheres to all the KCSO policies and procedures.
- This is a part time position that will require afternoon and evening hours and occasional weekends.
- Interacts, regularly, with the public in person, in writing and on the phone. Works with other law enforcement officials, political entities, and the public to provide direction and assistance as needed.

B. Additional Duties may include assisting the EHM Coordinator with the following administrative tasks:

- Ensuring all employees comply with the requirements of the EHM program, to include training employees.
- Appropriately documenting and referring deficiencies to the appropriate supervisor for action as needed.
- Preparing monthly reports regarding or relating to the EHM operations.
- Maintaining appropriate tracking and documentation of standards, procedures and documentation/records of all EHM records with KCSO.
- Maintaining the EHM database
- Researching and remaining apprised of all EHM statutes, standards, trends and requirements.
- Tracking inventory and assignment of GPS Equipment.
- May be assigned to act as an interim EHM Coordinator

## **QUALIFICATIONS**

### **Education and/or Experience:**

- High school diploma or general education degree required.
- Word processing and personal computer training and knowledge is required.
- Prior court services, law enforcement, and/or corrections experience preferred.
- Prior work experience with court administrative services management is preferred.
- Any combination of experience and education that would likely provide the required knowledge and abilities for this position is preferred. A typical way to obtain the knowledge and abilities would be any combination of the following:
  - A minimum of three (3) years of experience working in a position related to EHM, court services, law enforcement, corrections setting or as a member of a similar organization; and
  - A minimum of three (3) years of experience in business administration, human resource management, government administration, or technology services of a public service organization; and
  - An Associate's Degree (or higher degree) in Criminal Justice, Human Resource Management or Technology Services.
  - Any combination of training and experience as approved and accepted by the Sheriff.

### **Knowledge and Ability:**

- Knowledge of business practices, and business software (Microsoft Office Suite).
- Knowledge of modern office practices, principles of modern record-keeping, set up and maintenance of filing systems.
- Knowledge in the use of computer, audio/video, and demonstration/teaching equipment.
- Knowledge of current budgeting and accounting methods.
- Ability to prepare accurate and comprehensive reports.
- Requires planning, organizational, and time management skills necessary to prioritize a varied workload, prepare reports, and evaluate probationers' progress through the term of their supervision and/or Technology term and meet necessary deadlines.
- Requires working knowledge of Illinois Statutes, related to the duties performed in this position.

### **Language Skills:**

- Ability to read, interpret and comprehend instructions, policies, procedures and documents related to the financial, business management, and EHM operations of the KCSO.
- Ability to write complete reports, correspondence, and other documents related to the duties performed in this position (i.e. for use by the Court and other professionals).
- Ability to communicate effectively with KCSO staff and co-workers, members of the public, government officials, vendors, service providers, and other county and municipal agencies.

- Must possess all communication and negotiation skills necessary to elicit information related to the duties performed in this position.
- Proficiency in the English language, including spelling and grammar.

### **Mathematical Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, and percentage and ability to draw and interpret graphs.

### **Reasoning Skills:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situation.
- Ability to work collaboratively with members of the KCSO Command and administrative staff, as well as other county elected offices and departments.
- Ability to work independently without the need for direct supervision.
- Ability to interpret and apply KCSO policy and directives and local, State and Federal laws and regulations.  
Requires interpersonal sensitivity to cultural and environmental differences found in defendants from a variety of cultures, social, economic, and demographic settings.

### **Certificates, Licenses, Registration:**

- Possess and maintain a valid driver's license.
- Other certificates and registrations as required for the specific duties performed.

### **Physical Demands:**

- Employees must occasionally stand and bend.
- Employee must occasionally be able to walk unassisted up to .5 (1/2 mile).
- Employee must be able to sit or stand at a desk for extended periods.
- Employee must regularly lift and or move objects weighing 25 pounds and occasionally lift and/or move objects exceeding 60 pounds.
- Employee must be able to stoop, kneel, and crouch.
- Employee must be able to use hands to finger, handle, or feel.
- Employee must be able to reach, push, and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision. Employee must be free of color blindness.

**Work Environment:**

- Generally, this position will be conducted from an office setting, however it also requires occasional travel and job duties to be performed outdoors.
- Occasionally employee will be at residences, training sites, or locations that require exposure to poor or extreme weather conditions.
- While performing assigned job duties, employee may be exposed to files, documents, videos, and photographs of a graphic, offensive, or sexual nature.
- The noise level in the work environment is generally quiet to moderately noisy.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as necessary.
- Employee must comply with KCSO policy and procedures, all other directives and lawful orders.
- The work environment is subject to frequent interruption.
- Employee should provide their own transportation or travel to and from meetings, training, conferences, etc. unless pre-approved by the Sheriff or designee in accordance with existing policies or law.

**JOB DESCRIPTION APPROVAL:**

I have reviewed this job description and understand that it reflects the major tasks of my job. If I have any questions, I understand I can contact my supervisor.

\_\_\_\_\_  
*Employee Receipt Acknowledgement and Signature*

\_\_\_\_\_  
*Date*

I have issued this job description to the employee. The job description currently reflects the needed skills and abilities required to perform the job of Electronic Home Monitoring Coordinator.

\_\_\_\_\_  
*Corrections Commander's Signature*

\_\_\_\_\_  
*Date*

Cc: Employee, file