

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Data Control Coordinator
Department: Community Supervision & Corrections
Reports To: Director
Salary: \$17.1543/hour (\$35,680.87 annual) or greater depending upon qualifications
Application Deadline: Friday, February 14, 2020 @ 4:30 PM

***NOTE: JEFFERSON COUNTY EMPLOYMENT APPLICATION REQUIRED**

<https://co.jefferson.tx.us/Careers>

DUTIES AND RESPONSIBILITIES:

- Receives & processes high volume of criminal data entry
- Updates information into the computer system in a timely manner
- Ability to manage detailed deadline projects through the CJAD ICYS system and Corrections Software
- Ability to proofread materials, recognize errors, make corrections, read, copy and record figures
- Establishes and maintains a working relationship with Corrections Software Solutions (CSS) and CJAD staff
- Train staff in CSS & personal computer maintenance
- Prepare reports/spreadsheets in coordination and communication with other agencies (Independent Auditor, Office of Court Administration, Law Enforcement).
- Provide backup relief to the Office Manager and have some knowledge of department's insurance
- Training out of county may be involved
- Assists with maintaining departmental inventory of equipment
- Establishes and maintains effective relations with other County/State departments and the general public
- Assists in the direction and review of operations of the various service areas of the department by conferring with Unit Supervisors and Program or Service Staff
- Performs other related job related duties, as directed

EQUIPMENT USED:

- Personal computer/mainframe computer terminal
- Copy machine
- Fax Machine
- Other general office equipment as needed
- Vehicle

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor is all duties listed necessarily performed by any one employee so classified.

JOB REQUIREMENTS:

Education & Experience – Minimum of a high school diploma or GED; training in clerical and computer functions usually obtained through formal education, business school and/or on-the-job training; knowledge of area community service agencies usually obtained by on-the-job experience/training; two to three years of related job experience.

Specialized Requirements - Valid Texas Drivers License. Should become knowledgeable and keep current on misdemeanor intrastate and interstate departmental policies as pertaining to transfer procedures.

Skills & Abilities - Strong verbal and written communication skills; typing skills; computer skills; excellent interpersonal skills in order to interact and cooperate with co-workers, deal effectively with probationers and their families, law enforcement agencies, District Attorney's Office, defense attorneys, court personnel, treatment centers and other resource agencies, and the general public; effective counseling skills; leadership ability; problem solving skills.

Work Situations/ Demands/ Effort:

Work requires regular and predictable attendance; availability for work from 8:00 a.m. till 5:00 p.m., Monday through Friday, and for extra hours as needed; organizing; prioritizing; accuracy and attention to detail; working alone and as part of a group; flexibility in order to perform and coordinate a variety of duties; performing routine, repetitive duties; working in high volume environment and dealing with frequent deadlines; working in a stressful environment; dealing with criminal offenders; occasional out-of-town travel to attend educational seminars and training sessions.

Employee works independently; solves problems; may interpret and apply policies and guidelines.

Duties are primarily sedentary but require some light work, including walking and driving; frequent walking within building to deliver/retrieve files and paperwork, make copies, etc., and reaching and pulling to deliver/retrieve files and paperwork from file cabinets and other forms of storage. Duties may require driving a vehicle and walking, and potential exposure to criminal activities; appropriate precautions must be observed.

Working Conditions:

Work is performed primarily in a climate controlled private office environment. While performing duties outside office environment, employee may be subject to adverse weather and environmental conditions, physical and safety hazards while working in high crime areas, driving in traffic, etc.

Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building
1225 Pearl St., Suite 201, Beaumont, TX 77701
(409) 839-2391
Fax: (409) 839-2399

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.