

NOTICE OF JOB OPENING

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Posting Begins	October 7, 2021	Posting Ends	November 3, 2021
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Position Title	PROFESSIONAL PROGRAM ASSISTANT (Adult Criminal Case Expeditor)
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Department	Community Corrections	Division	Pre-Trial Services
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	710 N. 7th St.
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BRIEF JOB DESCRIPTION: This position will assist in compiling and maintaining statistical data; analyzing data for development; disseminating information to appropriate departments; explaining program requirements; and attending related program meetings with various departments. Perform criminal justice reviews and provide information to departments for expedient case information collaboration. Review cases ordered to the Larned State Hospital and the Department of Corrections to ensure that all department paperwork information is completed in a timely manner. Complete weekly, monthly, and quarterly data reports specifying the proficiencies in the movement of the cases. Assist with department duties as needed.

MINIMUM QUALIFICATIONS: Bachelor's degree in corrections, criminal justice, business and one year of related program experience; two years of experience in criminal justice and court processes is preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Experience and knowledge of court case processing; able to communicate effectively both verbally and in writing; ability to develop action plans; manage time and perform multiple tasks simultaneously; effective data analysis and computer skills; and ability to problem solve and make sound decisions are desired.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$18.32-\$23.94/hr.	PI #	6098	Class. Code	1419
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Repost 10/21/2021

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND
EMPLOYMENT ELIGIBILITY
EOE**