



Jeffrey A. Balon
Sheriff

Porter County Sheriff's Office

Timothy Manteuffel
Chief Deputy

APPLICATION

RECORDS CLERK/SWITCHBOARD: Salary \$40,952

BENEFITS

- ◆ Medical / dental / vision / prescription insurance available
- ◆ Longevity pay starting after the completion of 3rd year of service
- ◆ Life insurance
- ◆ Wellness program
- ◆ In-house fitness room with Men's and Women's locker rooms (available 24 hours/day)
- ◆ Paid vacation
- ◆ Paid holidays
- ◆ PERF (Public Employee Retirement Fund)

Minimum Eligibility Requirements:

1. Must be at least 21 years of age at time of appointment
2. United States citizen
3. Must possess a high school diploma or GED from an accredited school
4. Must possess a valid Indiana driver's license (or obtain one within 60 days of establishing residency)
5. No felony convictions
6. No misdemeanor conviction of domestic violence

My signature below certifies that I meet all of the above-listed minimum eligibility requirements.

Signature of Applicant:

Porter County Sheriff's Office
Support Services Director
Tanya Gear
2755 State Road 49
Valparaiso, IN 46383

(Department Use Only) Date Received _____



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Memorandum

To: RECORDS CLERK/SWITCHBOARD APPLICANTS

From: SUPPORT SERVICES DIRECTOR TANYA GEAR

Date: AUGUST 7, 2023

Subject: Application Packet

Dear Applicant,

Please allow this memo to serve as instructions for completing the application process. All applications must be completed and returned to the **PORTER COUNTY SHERIFF'S POLICE DEPARTMENT** by 4:00 p.m. Tuesday, September 5, 2023. The application packet must include:

- The signed "Application For Employment" form
- The signed "Authorization to Release Information" form
- The signed "Position Description (Records Clerk/Switchboard)" form

Upon submitting the application packet, the following steps are required to complete the hiring process:

- a. Background Investigation
- b. Pre-Interview with the Sheriff's Department Administrative Staff
- c. Interview with Chief Deputy Manteuffel & Sheriff Balon

NOTE: TO KNOWINGLY FALSIFY OR OMIT INFORMATION DURING THE APPLICATION PROCESS IS GROUNDS FOR REJECTION OR DISMISSAL!



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AUTHORIZATION TO RELEASE INFORMATION

I, (printed name) _____, hereby authorize any person, agency, partnership, or corporation having information concerning my CRIMINAL RECORD, CREDIT REPORT RECORD, EDUCATIONAL RECORD, MEDICAL RECORD, EMPLOYMENT RECORD, MILITARY RECORD, or SELECTIVE SERVICE RECORD, to release such information to the **PORTER COUNTY SHERIFF'S POLICE DEPARTMENT**. This information will be used in the employment screening process with the **PORTER COUNTY SHERIFF'S POLICE DEPARTMENT** and will not be available for public inspection. I hereby release such person, agency, partnership, or corporation from any liability, which may be incurred in releasing this information to the **PORTER COUNTY SHERIFF'S POLICE DEPARTMENT**, including liability under any Federal Law.

SIGNATURE

TODAY'S DATE

DATE OF BIRTH

SOCIAL SECURITY NUMBER



Jeffrey A. Balon
Sheriff

APPLICATION FOR EMPLOYMENT

PORTER COUNTY GOVERNMENT

An Equal Opportunity Employer

The County of Porter, Indiana, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Please type or print responses to all questions on the application form. Any application not completed in its entirety will be disqualified.

APPLICANT INFORMATION				
LAST NAME		FIRST NAME	M.I.	DATE
STREET ADDRESS			APT / UNIT #	
CITY		STATE	ZIP CODE	
TELEPHONE		EMAIL		
DATE AVAILABLE	POSITION APPLIED FOR		TYPE OF WORK <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temp	
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No				
HAVE YOU EVER WORKED FOR PORTER COUNTY GOVERNMENT? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes:				

EMPLOYMENT HISTORY	
List all employment history and work experience during the previous five years, beginning with your current employer. Failure to include all past employment may be grounds for disqualification. If currently unemployed, check here <input type="checkbox"/> and skip to previous company below.	
CURRENT EMPLOYER	FROM
ADDRESS	TELEPHONE NO.
SUPERVISOR	RESPONSIBILITIES
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PREVIOUS EMPLOYER	FROM TO
ADDRESS	TELEPHONE NO.
SUPERVISOR	
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PREVIOUS EMPLOYER	FROM TO
ADDRESS	TELEPHONE NO.
SUPERVISOR	
MAY WE CONTACT? <input type="checkbox"/> Yes <input type="checkbox"/> No	

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

HIGH SCHOOL		ADDRESS	
FROM	TO	DIPLOMA <input type="checkbox"/> Yes <input type="checkbox"/> No	GED? <input type="checkbox"/> Yes <input type="checkbox"/> No
COLLEGE		ADDRESS	
FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE
TRADE SCHOOL		ADDRESS	
FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE
ACTIVITIES, AWARDS, SEMINARS, WORKSHOPS			

MILITARY HISTORY AND STATUS

HAVE YOU EVER SERVED IN THE MILITARY? <input type="checkbox"/> Yes <input type="checkbox"/> No		
IF YOU ANSWERED "NO", SKIP TO NEXT SECTION		
BRANCH OF SERVICE	FROM	TO
TYPE OF DISCHARGE		
HIGHEST RANK ATTAINED	RANK AT SEPARATION	
CITATIONS, AWARDS RECEIVED		

PROFESSIONAL OR SPECIALIZED TRAINING

SPECIALIZED TRAINING					
PROFESSIONAL / SPECIAL LICENSE(S) OR CERTIFICATE(S)					
State	Issued By	Date Issued	Expiration	Type	License Number
HAVE YOU HAD ANY LICENSE SUSPENDED, REVOKED OR TERMINATED? <input type="checkbox"/> Yes <input type="checkbox"/> No					
IF YOU ANSWERED "YES" TO THE ABOVE QUESTION, PLEASE EXPLAIN					

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

Organization Name	Address	Telephone No.	Office / Position

USE THE FOLLOWING SPACE TO DESCRIBE OTHER TRAINING, EDUCATION, SKILLS, ABILITIES, HOBBIES, VOLUNTEER WORK OR OTHER INFORMATION WHICH MAY BE HELPFUL IN EVALUATING YOUR APPLICATION.

PERSONAL INFORMATION

DO YOU HAVE ANY COMMITMENTS WHICH MIGHT INTERFERE WITH OR ADVERSELY AFFECT YOUR EMPLOYMENT WITH US, SUCH AS A SECOND JOB OR SCHOOL? IF "YES", EXPLAIN:

☐ Yes ☐ No

HAVE YOU EVER BEEN CONVICTED OF A FELONY? IF "YES", EXPLAIN:

☐ Yes ☐ No

REFERENCES

List three references who are not related to you and are not former employers or supervisors:

FULL NAME	RELATIONSHIP
COMPANY	TELEPHONE NO.
ADDRESS	
FULL NAME	RELATIONSHIP
COMPANY	TELEPHONE NO.
ADDRESS	
FULL NAME	RELATIONSHIP
COMPANY	TELEPHONE NO.
ADDRESS	

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

I understand and accept that if any information required in this application is found to be false if or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials: _____

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Initials: _____

SIGNATURE

DATE

**POSITION DESCRIPTION
COUNTY OF PORTER, INDIANA**

POSITION:	Records Clerk/Switchboard
DEPARTMENT:	Sheriff
WORK SCHEDULE:	8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY:	COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: March 2022

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Porter County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Records Clerk/Switchboard for the Porter County Sheriff's Office, responsible for answering phone calls, assisting the public, entering data and processing paperwork, and managing Department database.

DUTIES:

Answers phone calls and greets office visitors, including answering questions, assisting the public, transferring callers to appropriate department or individual, checking and returning voicemails, and alerting employees of visitors and appointments and provides entry to visitors for appointments.

Enters data and processes paperwork for a variety of reasons, including, but not limited to, arrests, tickets, jail reports, applications, crashes, and ordinances. Scans documents from officers and records crime reports, citations, and warnings into database.

Prepares officer's paperwork for court as required.

Manages database, including running reports to locate and correct errors, accessing and completing management with restricted access by court order, transferring reports as requested, and expunging and sealing records per court order. Prepares (National Incident-Based Reporting System) NIBRS crime reports as required.

Assists registered sex offenders with required paperwork and processing payments.

Processes gun permit applications, including collecting required paperwork, performing criminal history checks and in house database checks, and transferring recommendations to State.

Conducts records checks, including searching in-house databases for arrests records.

Performs fingerprinting of Porter County residents as required.

Performs various duties of Public Information Officer in their absence, including emailing booking roster, and preparing reports for media.

Prepares paperwork and files to fulfill destruction order per Indiana Archives and Records Administration requirements.

Processes subpoenas in compliance with Freedom of Information Act, including collecting requested paperwork, creating invoices, and returning requests. Forwards copies to Detective Bureau and County Central Communications.

Provides case reports to Indiana Department of Health regarding deaths in County per sharing agreement.

Performs various clerical duties, including processing/sorting mail, maintaining filing systems, preparing reports, and copying/faxing/scanning documents.

Manages cash drawer, including opening/closing till, processing payments, balancing cash drawer, and preparing/delivering bank deposits.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Ability to meet all Department hiring and retention requirements, including passage of a written exam.

Possession of and ability to maintain required certifications, including IDACS.

Practical knowledge of standard office procedures, basic computer skills including data processing/spreadsheet/email, as well as Department-specific software/applications with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Practical knowledge of filing systems with ability to create and maintain accurate and complete Department files and process data and paperwork.

Working knowledge of basic bookkeeping practices and standard accounting systems with ability to process payments and manage cash drawers.

Working knowledge of and ability to make practical application of local, state, and federal regulations, Indiana Statutes, standard policies and procedures, adult/juvenile criminal code, and legal terminology of criminal justice system.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, documents, and detailed written reports.

Ability to properly operate standard office equipment, including computers, calculators, telephones, switchboards, fax machines, copiers, scanners, and other equipment as needed.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Department of Child Services, law enforcement and probation agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work on several tasks at the same time alone with minimum supervision and with others in a team environment.

Ability to prepare detailed reports such as activity and arrest reports.

Ability to compare or observe similarities and differences between data/people/things, analyze/ compile/collate/evaluate data, and make data-driven decisions.

Ability to occasionally work extended hours and travel out of town for training, but not overnight.

II. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities determined by the service needs of the public. Assignments are guided by definite objectives using a variety of methods or procedures. Periodically, decisions are made in the absence of specific policies, and/or guidance from a supervisor. Errors in accuracy of work or decisions are primarily detected or prevented through prior instructions from supervisor or legally defined procedures. Undetected errors could result in loss of time to correct error or inconvenience to other agencies or public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Department of Child Services, law enforcement and probation agencies, and the public for the purposes of exchanging information and rendering services.

Incumbent reports directly to Support Services Director.

IV. PHYSICAL EFFORT AND WORKING CONDITIONS:

Incumbent performs duties in a standard office environment and service counter, involving sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, handling/grasping/ fingering objects, keyboarding, close vision, depth perception, hearing sounds/communication, and speaking clearly.

Incumbent occasionally works extended hours and travels out of town for training, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Records Clerk/Switchboard for the Porter County Sheriff's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print/Type Name