

**2009-2010 BTEST Summer Student Employment Program  
Job Description**

Position Title: COMMUNITY CORRECTIONS PROGRAMS ASSISTANT

Department/Entity: KAINAI COMMUNITY CORRECTIONS SOC.

Position Term: 14 Weeks

Rate of Pay: \$ 9.50 /Hour

Deadline to Apply: MAY 4/09

**General Description:**

ASSIST COMMUNITY CORRECTIONS STAFF WITH VARIOUS PROGRAMS SUCH AS FINE OPTIONS, COURT WORK, CRIME PREVENTION.

**Major Duties and Responsibilities:**

- ASSIST ADMIN. PERSONNEL WITH OPENING AND CLOSING FILES FOR PROBATION, FINE OPTION
- ASSIST COURTWORKERS WITH INTAKES, APPEARANCES AND CLIENT REQUESTS.
- ASSIST CRIME PREVENTION COORDINATOR WITH SUMMER PROGRAM
- GENERAL ADMIN./RECEPTION. ANY OTHER DUTIES AS ASSIGNED BY SUPERVISOR

**Necessary Knowledge, Abilities and Skills:**

- GOOD COMMUNICATION SKILLS.
- GOOD WRITING SKILLS.
- ABILITY TO WORK IN A TEAM ENVIRONMENT.
- GOOD ORGANIZATIONAL SKILLS.

**Necessary Training and Experience:**