



POSITION DESCRIPTION

POSITION TITLE: Policy Revision Writer

DEPARTMENT: Central Kansas Community Corrections (CKCC), Adult Probation

EMPLOYMENT CATEGORY: Temporary- no benefits included

STATUS: Non-Exempt

REPORTS TO: Director of CKCC

GRADE: OJA pay scale 23A - \$20.47

POSITION NOTES: This remote work position will work 15- 20 hours per week until the completion of the project, not to exceed 400 hours.

POSITION SUMMARY: The Policy Revision Writer will be responsible for reviewing the current Central Kansas Community Corrections policies in comparison with the Kansas Department of Corrections Standards, applicable State of Kansas Statutes and the Barton County Handbook to ensure continuity and accuracy of agency policies and procedures. This position may also write processes for Intensive Supervision Officer tasks as they relate to policy revisions. The individual in this position must exercise initiative and independent judgement with minimal supervision to complete the project within the parameters prescribed.

FUNDAMENTAL JOB DUTIES:

- Research and review the pertinent documents/sources
- Determine and execute a plan to address revisions by policy sections
- Determine processes to update or create based on policy section revisions
- Provide regular updates and seek clarification from the Director, via Teams virtual meeting platform, as needed or bi-weekly at minimum

EDUCATION: Bachelor's Degree in related fields such as human resources, organizational development or business administration.

PREFERRED SKILLS & QUALIFICATIONS:

- Experience in policy and technical writing experience
- Familiarity with employment laws and regulations
- Demonstrated ability in working with various stakeholders to achieve a final product

POSITION REQUIREMENTS: The applicant should be knowledgeable of current computer applications, various database programs, and other business-related software, as well as ability to use a phone system, computer and multiple monitors, document scanner, virtual platform meeting connections, and other related office equipment. The ability to work independently and as a team member is essential. Work with ease in MS Office Products and Adobe Acrobat Ability to identify pertinent information and create documents for policy manuals. This position requires the successful applicant to have and maintain a valid Kansas Driver's License and no excessive ticket history. The successful candidate must pass a criminal history, Work Fit as required by the County, and a drug test.

PHYSICAL REQUIREMENTS / ABILITIES: Position may involve prolonged sitting, some bending, stretching, and handling paper up to 20 lbs. Requires physical ability to sufficiently operate a keyboard, laptop, multiple monitors, and a portable scanner. Work is performed primarily remotely, though may occasionally require meeting with the director in-person at the primary CKCC office located in Great Bend, KS. There may be times when the position requires lifting and carrying objects not exceeding 50 pounds.

WORKING CONDITIONS / ENVIRONMENT: This position must work closely with the director and may consult with the administrative assistant or operations assistant as needed, through a virtual platform or phone. This is a remote position where equipment will be supplied to the successful candidate and returned at the completion of the project; it is the responsibility of the candidate to ensure the workspace provides privacy to the confidential data accessed.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded: Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date _____

Department Head Signature _____ Date _____