|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | IN-IDOC-Data Collection Staff | **Region :** | State of Indiana |
| Req Class : | PROJCO : Project  Coordinator 1 | **Job Code/ Req#**: | 765270 |
| Engagement Type: | Contract | **Agency Interview Type:**: | In person only |
| Location: | Onsite  **Worksite Address:**  302 W. Washington St.  Indiana Govt. Center South, Ste. 334 Indianapolis, IN 46204 | **Start Date:** | 06/30/2025 |
| **Req. Status:** | Open | **End Date:** | 09/30/2025 |
| **Expenses Allowed:** | No | **No new Submittals after:** | 06/12/2025 |
| **No.of Openings :** | 1 | **Max Submittals by vendor per Openings :** | 2 |
| **Level/Salary Range :** | $23.17/hr on C2C | **Send Resumes to :** | resumes@taurusbiz.com |
| **Requisition Description** | | | |
| **Short Description:** Data Collection Staff: The data collection staff will assist the Department in its statutory responsibilities related to sex and violent offender registration.  **Complete Description:**  **Duties:**  Incumbent enhances criminal history records by researching and collecting court documents, and by entering this data into a tracking system. This position requires the incumbent to collect court documentation from within Indiana, other states, military and federal jurisdictions, etc., to assist in registration efforts for the State of Indiana. Incumbent reports to the Sex and Violent Offender Registration and Victim Services Division of the Indiana Department of Correction. This position is Monday through Friday, in office.  **Essential Functions:**  - Research and collect court documents and sentencing information  - Analyze and interpret documents collected  - Communicate with local, state, and federal law enforcement agencies  - Enter data into a designated tracking system  - Perform related duties as assigned by division staff  **Job Requirements:**  - Broad experience with data collection and data entry  - Broad knowledge of the Indiana Code  - Thorough knowledge of the Indiana Department of Correction, as well as all levels of the Criminal Justice System  - Experience and comfort with court documents and legal jargon  - Broad knowledge of national criminal justice resources  - Excellent written, verbal, and interpersonal communication skills  - Strong organizational and time management skills  - Ability to read and process data including information on crimes that is detailed, thorough, and contains sensitive material  - Ability to establish cooperative working relationships with department staff and external agency staff  **Difficulty of Work:**  - Incumbent must be able to handle multiple, complex tasks and make good decisions based on his or her knowledge and understanding of each specific question and assignment  - Incumbent must use multiple methods in accomplishing an end result or outcome of a particular task and must be timely and accurate in completion of all tasks  - Incumbent work must be accurate - consequences of inaccurate data include a negative public  perception of the Department and potential public safety risks to the communities  - Incumbent works independently with work being reviewed on a periodic basis for accuracy, compliance with policy, and overall project goals  **Personal Work Relationships:**  - Incumbent must maintain working relationships with all Department personnel and external stakeholders to discuss projects related to their needs  **Minimum Qualifications:**  Legal research experience and skills  Bachelor’s Degree required  Master’s Degree preferred  Equivalent work experience may also be considered  **Required/Desired Skills**   |  |  |  |  | | --- | --- | --- | --- | | **Skill** | **Required /Desired** | **Amount** | **of Experience** | | Experience gathering and processing documentation | Highly desired | 2 | Years | | Legal research experience (e.g., Lexis Nexis, Westlaw, INcite, Doxpop) | Highly desired | 1 | Years | | Familiar w/ criminal history records-Triple Is, probable cause affidavits, conviction/sentencing docs, presentence investigation reports, court orders | Highly desired | 1 | Years | | Ability to read, comprehend, analyze, and interpret criminal and administrative code, policies and procedures, legal documents,  etc | Highly desired | 1 | Years | | Excellent written, verbal, and interpersonal skills |  |  |  | | Strong organizational and time  management skills and ability to  manage multiple tasks and work under time constraints |  |  |  | | Experience with Microsoft Office  applications |  |  |  | | Ability to maintain discretion when  working with confidential information |  |  |  | | Ability to establish cooperative working relationships |  |  |  | | Bachelor's Degree |  |  |  | | Master's Degree | Nice to have |  |  |  |  |  | | --- | --- | |  | **Description** | | **Question 1** | Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement? | | **Question 2** | Please list candidate's email address. | | **Question 3** | Please list the city and state where candidate currently resides | | **Question 4** | Contractor will be provided a laptop and be able to make phone calls, faxes, etc through the computer. Computer is state property and is to be returned should engagement end. Do you accept this requirement? | | **Question 5** | Contractor will be expected to complete IT's training and equipment use requirements for state agency and sign confidentiality disclosure. Do you accept this requirement? | | **Question 6** | This position is ANTICIPATED to last until September 30th 2025. Do you accept this requirement? | | **Question 7** | The position is on-site. Do you accept this requirement? | | **Question 8** | Position is 37.5 hours a week, Monday through Friday (can be flexible if needed). Do you accept this requirement? | | **Question 9** | Interviews will be conducted in-person. Do you accept this requirement? | | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** | Lisa G | **Date:** | 06/09/2025 |
| **Approved By:** | Ram S | **Date:** | 06/09/2025 |
| **Last Updated By:** | Lisa G | **Date/Time:** | 06/09/2025 |