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| Job Title: | IN-IDOC-Resource & Training Coordinator | **Region :** | State of Indiana |
| Position Type: | Contract | Job Code/ Req#: | 757971 |
| Location: | Onsite  **Worksite Address:**  302 W. Washington St.  Indiana Govt. Center South, Ste. 334  Indianapolis, IN 46204 | **Agency Interview**  **Type:** | In person only |
| **Req. Status:** | Open | **Start Date:** | 03/10/2025 |
| **Expenses Allowed** | No | **End Date:** | 09/30/2026 |
| **No.of Openings** | 1 | **No New Submittals After :** | 02/24/2025 |
| **Max Submittals by**  **Vendor per Opening:** | 2 | **Send Resumes to :** | resumes@taurusbiz.com |
| **Level/Salary Range :** | $23.17/hr on C2C |  |  |
| **Requisition Description** | | | |
| **Short Description:** The Resource and Training Facilitator will assist the Department in its statutory responsibilities related to sex and violent offender registration.  **Complete Description:**  **Essential Job Responsibilities:**  The Indiana Department of Correction is looking for a bright, self-motivated individual to do three things. (1) Manage and expand a series of tools that are used by the Department’s registration staff when making sex and violent offender registration determinations. The tools will include historical Indiana Codes related to registration, legal briefs or summaries of relevant caselaw, policies and procedures, etc. (2) Participate in the Department’s training efforts which may include creating and making presentations to local law enforcement on various registration related efforts, staffing and facilitating training sessions, etc. (3) Provide  staffing support to a sex and violent offender registration committee made up of county sheriff’s department staff and DOC personnel that is used to promote registration efforts around the state. Staffing efforts will include taking notes, presenting data on registration efforts, meeting ad hoc requests, etc. Preferred  **Experience and Requirements:**   * 6 years of college education or related experience * Legal, training, and project management experience * Ability to read, comprehend, and interpret criminal and administrative code, policies and procedures, legal documents, etc. * Legal research experience (e.g., Westlaw, LexisNexis) * Excellent written, verbal, and interpersonal skills * Strong organizational and time management skills and ability to manage multiple tasks and work under time constraints * Ability to establish cooperative working relationships * Strong organizational and time management skills and ability to manage multiple tasks and work under time constraints * Experience with Microsoft Office applications   **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’s work must be accurate. Consequences of inaccuracies include a negative public perception of the Department and potential public safety risks to the communities   **Minimum Qualifications:**   * Bachelor’s Degree required * Legal research experience * Training experience * Master’s Degree preferred * Equivalent work experience may also be considered   **Required/Desired Skills**   |  |  |  |  | | --- | --- | --- | --- | | **Skill** | **Required /Desired** | **Amount** | **of Experience** | | Legal research experience (e.g., Lexis Nexis, Westlaw, INcite, Doxpop) | Required |  |  | | Experience managing, creating, and conducting training sessions | Required |  |  | | Project management experience | Required |  |  | | Bachelor's Degree | Required |  |  | | Ability to read, comprehend, analyze and interpret criminal and administrative code, policies and procedures, legal documents, etc. | Required |  |  | | Excellent written, verbal, and interpersonal skills | Required |  |  | | Strong organizational and time  management skills and ability to manage multiple tasks and work under time constraints | Required |  |  | | Experience with Microsoft Office  applications | Required |  |  | | Ability to maintain discretion when  working with confidential information | Required |  |  | | Ability to establish cooperative working relationships | Required |  |  | | Master's Degree | Nice to have |  |  | | Experience gathering and processing documentation. | Nice to have |  |  | | Research experience | Nice to have |  |  |   **Questions:**   |  |  | | --- | --- | |  | **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 2026. 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 in person. Do you accept this requirement? | | | | |
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| **Reviewed By:** | Swathi G | **Date:** | 02/18/2025 |
| **Approved By:** | Ram S | **Date:** | 02/18/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 02/18/2025 |