

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** ICAC Administrative & Operational Support  
**DEPARTMENT:** Prosecutor  
**WORK SCHEDULE:** As -Assigned  
**JOB CATEGORY:** Unclassified

**DATE WRITTEN:** January 2017                      **STATUS:** Full  
**DATE REVISED:**                                      **FLSA STATUS:** Non-Exempt

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

Incumbent serves as the Internet Crimes Against Children (ICAC) Administrative and Operation Support for the LaPorte County Prosecuting Attorney, with operational, educational, and administrative responsibilities.

**DUTIES:**

Routinely works closely with personal of the Prosecuting Attorney's ICAC Unit and occasionally works other ICAC task forces and affiliates around the country in the investigation and prosecution of crimes technology assisted crimes of sexual exploitation of children.

Provide paralegal duties including assisting with case management, conducting limited research, preparation of pre-trial motions, pleadings, and trial preparation, including working collaboratively with victim advocates, victims and families as the deputy prosecutor prepares cases for trial.

Provide support to the Unit's investigator(s) in such investigative functions, as ICAC Administrator's experience and training warrant, including, the use of investigative research tools, the issuance of investigative subpoenas, the preparation of search warrant affidavits, and assisting in the execution of search warrants to log the collection, inventory and processing of evidence.

Provide support to the Unit's forensic examiner(s) by performing tasks as on-scene evidence "triage", "front end forensic" in the forensic lab, and such other supportive tasks in the forensic lab as may be assigned by the ICAC forensic examiner and within the Administrator's capabilities.

Serve in an educational capacity by working in collaboration with the Prosecuting Attorney and independently, to assist in the preparation and presentation of educational programs to community stakeholders, including children and parents, teachers, and other adults working with children to inform and educate on topics relevant to internet safety and the dangers of online sexual exploitation of children.

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Provide administrative support under the supervision of the Prosecuting Attorney to seek grants for the unit, oversee current grant programs by insuring compliance with reporting obligations and other financial aspects of grant awards, and to cooperate with the office's general financial administrator in connection with unit finances and alternative funding for the support of the unit. These responsibilities include the regular collection and reporting of data as may be required by the Indiana Criminal Justice Institute, the Indiana Internet Crimes Against Children Task Force, and the national Center for Missing and Exploited Children.

Other duties as assigned.

## **I. JOB REQUIREMENTS**

Possession of a baccalaureate degree, plus two years or more experience in ICAC-type investigations or the investigation of internet-based and technology-assisted crimes. Or a high school diploma, plus prior law enforcement or military experience or when accompanied by four years or more work experience in an area which is especially complimentary to the work of the ICAC Unit.

Prior experience or training demonstrating a technical understanding of computer network and internet technologies.

Working knowledge of standard office procedures, typing and filing procedures and ability to perform arithmetic calculations and use modern office equipment, including computers and computer software, i.e. Word, excel, Corel Word Perfect, Outlook, Internet computer-aided audio/visual equipment, Lexis/Nexis research, and other court related software programs. Ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Strong knowledge of Standard English grammar, spelling and punctuation, and ability to type with speed and accuracy.

Ability to read, comprehend, retain and translate data to necessary form for various levels of communication.

Strong interpersonal skills.

Ability to maintain confidentiality of department information and records according to state requirements and office policy.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

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

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

## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide variety of skilled investigative and legal administrative duties supporting the functions of the La Porte County Internet Crimes Against Children (ICAC) Unit, according to general policies and procedures established by the Prosecuting Attorney, the Indiana ICAC Task Force and the Federal ICAC Program Standards developed by the US Department of Justice. The Incumbent exercises considerable independent judgment in selecting the implementing practices and method to employ to achieve desired results. Errors in work are primarily detected or prevented through supervisory and peer review. Undetected errors could result in embarrassment, inconvenience, and/or adversely affect criminal investigations and prosecutions. Daily decisions are frequently based upon consideration of several variables and their potential interrelationships.

## **III. RESPONSIBILITY:**

Incumbent performs duties in accordance with general policies and practices of the Prosecuting Attorney and the ICAC Program administered by the US Department of Justice, making frequent decisions and recommending specific actions based upon knowledge and understanding of program guidelines and goals. Supervisory review occurs to check overall soundness of decisions and adherence to established federal, state and local policies.

## **III. PERSONAL RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, representatives of various public and private agencies, law enforcement officials and members of the general public for a variety of purposes.

Incumbent reports directly to Prosecuting Attorney.

## **IV. WORKING ENVIRONMENT:**

Incumbent performs duties in a modern office environment and appropriately equipped forensic laboratory with no unusual physical demands. Sitting and walking at will, sitting for long periods, keyboarding, speaking clearly, close vision, and hearing sounds/communications. Incumbent may be required to work with or be exposed to irate/hostile individuals. Incumbent will be exposed to images of sexual abuse and crimes of child sexual exploitation. Incumbent may occasionally be required to work extended and evening hours and travel out of town, sometimes overnight, for seminars.

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**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Internet Crimes Against Children Administrative & Operational Support for the LaPorte County 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 or Type Name

Prosecutor/icadmin