

STEUBEN COUNTY SHERIFF'S OFFICE



SPILLMAN/IT COORDINATOR APPLICATION

APPLICANT NAME

DATE SUBMITTED

Return in a sealed envelope or in person to:

STEUBEN COUNTY SHERIFF'S OFFICE
206 E GALE ST
ANGOLA, IN 46703

The Steuben County Sheriff's Office is an Equal Opportunity Employer

The following is a summary of the minimum applicant standards and criteria which must be met by an applicant to be considered in the selection process. Also, a brief description of the selection process is listed and applicants will be notified in writing when the selection process begins and the testing schedule.

MINIMUM APPLICANT STANDARDS AND CRITERIA

- Must be a citizen of the United States of America.
- Applicant must be at least eighteen (18) years of age at the time of appointment as a Spillman/IT Coordinator.
- Must be a high school graduate and produce evidence of same by way of a diploma or equivalency diploma issued by an accredited school.
- Must possess a valid motor vehicle driver's license. **A copy of the applicant's driver's license must be submitted with this application.**
- Must possess, as a minimum, visual acuity that is correctable to 20/40 in both eyes.
- Must possess, as a minimum, auditory acuity that is within normal range in both ears.
- Must be of such physical state so as to sustain the rigors and demands of Administrative Computer work.
- Must be of such mental state so as to sustain the rigors and demands of Administrative Computer work.
 - "Mental state" means having the ability to exercise good judgment; having balance temperament; being free of debilitating psychological disorders and being of such psychological health to adequately complete psychological testing.
- **You shall not have any visible tattoo or group of tattoos that is readily identifiable as racist, sexist profane, or demeaning. No visible tattoos shall be about the foot, hand, face, head, neck, or throat areas above the collar bone. One ring on one finger of each hand not larger than 3/8" wide is permitted. Any visible tattoo determined to reflect poorly on the public image of the Sheriff's Office as determined by the Sheriff or Chief Deputy is also prohibited.**
- Must be a person of excellent character having favorable references from previous employers, credit history, and personal references. Excellent character includes an absence of pattern or practice of substance abuse or criminal misdemeanor convictions and **no felony convictions**.
- Have a good work history with recommendations from previous employers.
- If discharged from the military service, must possess an Honorable Discharge.
- Must submit to and pass a pre-employment drug screen.

SELECTION PROCESS

There are three steps to the initial application process. Each applicant must successfully pass each step before moving on to the next step.

- Step 1: Submit a completed Spillman/IT Coordinator application to the Steuben County Sheriff's Office.
- Step 2: Interview process.
- Step 3: Background investigation (criminal/driving history, employment history, reference check and character verification).
- Step 4: Conditional offer of employment, pre-employment drug screen.

NOTICE

Applications will not be considered unless each of the following conditions is met:

Each application must be complete in every respect.

Any misrepresentation of facts will disqualify the applicant.

- This form must be filled out in **black ink** in the **handwriting of the applicant**.
- Answer all questions. If the question does not apply, state: "None" or "Does Not Apply".
- Any further information you wish to add may be placed on separate pages with proper identifying reference marks.
- It is important that you clearly and correctly indicate your mailing address. In the event you change your address after filing application, mail notification of new address immediately.

SPILLMAN/IT COORDINATOR APPLICATION

NAME: _____

Last
First
Middle

RESIDENCE: _____

Street or Rural Address
Apt No

City
County
State
Zip Code

MAILING ADDRESS (if different from residence): _____

City
County
State
Zip Code

TELEPHONE: _____

Cell #
Alternate #

EMAIL: _____

INITIAL REQUIREMENT DATA

ARE YOU A US CITIZEN? _____

PHYSICAL STATUS

ARE YOU, TO THE BEST OF YOUR KNOWLEDGE, ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OF SPILLMAN ADMINISTRATOR? _____

IF NO, EXPLAIN FULLY ON A SEPARATE SHEET.

EDUCATION DATA

LIST INFORMATION FOR HIGH SCHOOL AND ALL ACCREDITED COLLEGES/UNIVERSITIES YOU HAVE ATTENDED:

NAME OF SCHOOL	COURSE OF STUDY	# HOURS COMPLETED	GPA ON 4.0 SCALE	DID YOU GRADUATE	DEGREE

EMPLOYMENT DATA

LIST CHRONOLOGICALLY (MOST RECENT EMPLOYMENT FIRST) ALL PAST AND CURRENT EMPLOYMENT INCLUDING PART TIME (USE ADDITIONAL SHEETS IF NECESSARY).
EXPLAIN ANY BREAKS IN EMPLOYMENT.

DATES OF EMPLOYMENT FROM - TO	NAME OF EMPLOYER	ADDRESS AND PHONE NUMBER OF EMPLOYER	POSITION HELD	ANNUAL SALARY	REASON FOR LEAVING

HAVE YOU BEEN DISCHARGED OR RESIGNED TO PREVENT BEING DISCHARGED FROM A POSITION OF EMPLOYMENT? _____
IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

REFERENCES

PLEASE DO NOT LIST RELATIVES AS REFERENCES. INFORMATION MUST BE COMPLETE.

NAME	PHONE #	STREET	CITY / STATE

MILITARY HISTORY AND STATUS

HAVE YOU EVER SERVED IN THE MILITARY ON ACTIVE DUTY (INCLUDE INITIAL ACTIVE DUTY TRAINING WITH THE NATIONAL GUARD AND RESERVES)? _____

MILITARY BRANCH	HIGHEST RANK	RANK AT SEPARATION	TYPE OF DISCHARGE / REENLISTMENT CODE

ARE YOU ELIGIBLE TO RE-ENLIST? _____
IF NO, EXPLAIN FULLY ON A SEPARATE SHEET.

MILITARY CITATIONS OR OTHER AWARDS RECEIVED: _____

WERE YOU EVER DISCIPLINED (COURT MARTIAL, ARTICLE 15, CAPTAIN'S MAST, ETC.) WHILE ON DUTY? _____

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

COMPUTER SYSTEMS/DATABASE ADMINISTRATOR EXPERIENCE

HAVE YOU EVER BEEN EMPLOYED AS A COMPUTER SYSTEMS OR DATABASE ADMINISTRATOR? _____

LIST BELOW WHERE YOU HAVE BEEN EMPLOYED AS A COMPUTER SYSTEMS OR DATABASE
ADMINISTRATOR

OFFICE OR AGENCY NAME / ADDRESS	DATE FROM / TO	POSITION/OFFICE DUTIES	REASON FOR LEAVING

ARE YOU ELIGIBLE FOR RE-HIRING? _____

IF NO, EXPLAIN FULLY ON A SEPARATE SHEET

LIST ANY SPECIALTY TRAINING YOU HAVE RECEIVED: _____

WERE YOU EVER DISCIPLINED? _____

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET

VEHICLE CRASH AND ARREST RECORD

DO YOU CURRENTLY POSSESS A VALID AUTOMOBILE DRIVING LICENSE? _____

LICENSE NUMBER: _____ STATE: _____ EXPIRATION DATE: _____

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED? _____

IF YES, EXPLAIN: _____

LIST VEHICLE CRASHES IN WHICH YOU HAVE BEEN INVOLVED AS A DRIVER

LAW ENFORCEMENT AGENCY INVOLVED	DATE FROM / TO	LOCATION/DESCRIPTION

HAVE YOU EVER RECEIVED A TICKET OR BEEN ARRESTED FOR A TRAFFIC OFFENSE? _____

IF YES, DESCRIBE BELOW:

DATE	LOCATION	CHARGE	FINE OR SENTENCE

HAVE YOU EVER BEEN ARRESTED FOR A CRIMINAL OFFENSE? _____

IF YES, DESCRIBE BELOW:

DATE	LOCATION	CHARGE	FINE OR SENTENCE

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

HAVE YOU EVER BEEN OR ARE YOU CURRENTLY INVOLVED AS A PLAINTIFF, DEFENDANT, PETITIONER,

OR RESPONDENT IN ANY CIVIL COURT ACTION: _____

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

CERTIFICATION

I CERTIFY THAT:

- ALL REQUIRED ITEMS ARE INCLUDED WITH THIS APPLICATION
 - MILITARY
 - DD214 (IF VETERAN)
 - DD217 (IF ACTIVE DUTY)
 - PREVIOUS ADMINISTRATIVE ASSISTANT/CLERICAL WORK
 - COPY OF SPECIALIZED TRAINING AND AWARDS
 - COPY OF COMMENDATIONS AND AWARDS

- I HAVE PERSONALLY COMPLETED THIS APPLICATION.

I SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: _____

DATE: _____



STEBEN COUNTY
SHERIFF'S OFFICE

Rodney L. Robinson, Sheriff
206 EAST GALE STREET • ANGOLA, INDIANA 46703
(260) 668-1000 ext 5000 • Fax (260) 665-9476

www.steubensheriff.com

RELEASE FORMS

I, _____ do hereby give my consent and authorize the Steuben County Sheriff's Office to check criminal records, driver's license, and credit history.

I, _____ give the Steuben County Sheriff's Office permission to obtain bodily fluids and for a drug test to be done.

I, _____ do hereby give my consent and permission for the Steuben County Sheriff's Office to obtain previous employment information.

Witness

Signature

Printed Name

Date

**POSITION DESCRIPTION
COUNTY OF STEUBEN, INDIANA**

POSITION: Spillman/IT Coordinator
DEPARTMENT: Sheriff
WORK SCHEDULE: As Assigned
JOB CATEGORY: SO (Special Occupations)

DATE WRITTEN: November 2023
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-exempt

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

Incumbent serves as Spillman/IT Coordinator for the Steuben County Sheriff's Office, responsible for managing documentation for the Spillman server, including licensing, instructions, maintenance agreements, repairs, and data entry.

DUTIES:

Manages the Spillman server including licensing, instructions, maintenance agreements, repairs, and data entry.

Reviews and tests Spillman enhancements prior to installation and evaluates the impact on all systems and procedures.

Prepares documentation on various procedures and configurations affecting both hardware and software.

Coordinates technical issues between the Sheriff, Police, Fire, and Emergency Medical Services.

Maintains and improves the Spillman mapping system.

Purchases minor technology for the Sheriff's Office as needed.

Assists with the setup of patrol vehicles, computer equipment and programs including installation of Spillman.

Serves as primary contact for the County with Spillman vendor, including calls for service.

Attends various regional meetings related to Spillman and the annual Spillman conference when approved and found permissible by the Sheriff.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Associates Degree in Technology or Business Administration, or a minimum of 3 years of related IT/Computer science experience. Or one (1) year of experience working with the Spillman program as a program specialist including data entry preferred.

Possession of or ability to obtain the Spillman Certification within two (2) of hire, contingent on the availability of certification classes.

Must be at least 21 years of age.

Ability to meet all hiring and retention requirements, including passage of a background check and investigation, voice stress examination, and a drug test.

Working knowledge of computer systems, telecommunication equipment, and ability to perform routine maintenance, repairs, install hardware and software, identify, and resolve minor problems, and provide training and assistance to users.

Working knowledge of standard office policies and procedures with computer skills, including word processing, spreadsheet, presentation, email, internet, and Department-specific software systems, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation and the ability to prepare correspondence and reports and to complete work in timely manner.

Knowledge of municipal owned vehicles including patrol vehicle equipment.

Ability to properly operate standard office equipment, including computer, radio, copier, telephones, and cellular devices.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, Spillman representatives, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information according to State requirements.

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

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

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time constraints.

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

Ability to apply knowledge of people and locations and to plan and layout assigned work projects.

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

Ability to read and understand detailed road maps, navigations systems, Beacon GIS, and GPS when necessary.

Ability to occasionally work extended and irregular hours and/or emergency afterhours as needed for equipment failures, software problems and repairs and travel out of town for conferences and/or training, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent duties are somewhat restricted in scope, but are of substantial intricacy, involving several variables and considerations. Incumbent works according to established procedures of the Department, exercising judgment in identifying and resolving computer and server problems, and setting project priorities.

III. RESPONSIBILITY:

Incumbent performs duties according to a flexible, customary routine with priorities primarily determined by the service needs of the departments. Assignments are guided by broad policies and/or general objectives with the incumbent referring to the supervision when interpretations of policies are thought necessary. Incumbent receives general supervision and has a moderate degree of flexibility in the job. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, Spillman representatives, vendors, and the public for a variety of purposes of exchanging information, rendering service, and providing instruction and assistance.

Incumbent reports directly to the Sheriff.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment, and vehicles, involving sitting/standing/walking at will, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, close vision, crouching/kneeling, handling/grasping/fingering objects, bending, reaching, speaking clearly, and hearing sounds/communication. Specific duties of the position may require the incumbent to work confined areas installing or repairing equipment. Incumbent may be exposed to irate or difficult individuals.

Incumbent is occasionally required to work extended and irregular hours and/or emergency afterhours as needed for equipment failures, software problems and repairs and travel out of town for conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Spillman/IT Coordinator for the Steuben County Sheriff's Department 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

