*Janis R. Jones-Strange*

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***Work Experience:***

***2008 to Present - Full Gospel Interdenominational Church, Inc. / World-Wide Lighthouse Missions, Inc.***

***Position - Volunteer***

*Coordinate donations and assist in warehouse management and distribution of donated items. Volunteers for several functions being conducted by the church.*

***2006 to 2009 – Clinical Laboratory – (Per-diem):***

***Position: DNA Technician / Office Assistant***

*Assisted Connecticut Department of Probation in DNA collection from Felony Offenders. Completed appropriate documents regarding DNA collections. As office assistant for main office, my responsibilities included scheduling collection appointments, filing, computer entries, answering phones and other office related duties.*

***2004 to 2005 – Connecticut Department of Correction – (Contract)***

***Position: DNA Collection***

*Collected DNA samples from convicted Felony Offenders on Parole status. Completed and maintained appropriate documentation and records of samples collected.*

***1978 to 2004 - Connecticut Department of Correction***

***Position: Disciplinary Investigator / Hartford Correctional Center (1999 to 2004)***

*Conducted disciplinary report investigations. Handled disciplinary actions and sanctions. Coordinated and assisted in disciplinary hearings. Maintained disciplinary files and appropriate computer data entries.*

***Position: Booking Officer / Hartford Correctional Center / MSDC (1987 to 1999)***

*Managed the admission and discharges of all inmates which included new commits, court transfers, and facility transfers, end of sentence discharges and inmates bonds. Responsible for insuring appropriate paperwork for all inmates admitted and discharged. I also worked directly with outside Federal and State law enforcement agencies. Responsible for facility counts and assigning detainees to housing units (cells).*

***Position: Correctional Officer / Hartford Correctional Center (1984 to 1987)***

*Performed all Correction Officer Duties and assignments.*

***Position: Records Clerk / Hartford Correctional Center (1979 to 1984)***

*My duties included the following: Creating and maintaining inmate’s files, reviewing and filing all paperwork received from the courts, scheduling inmate’s court list, reviewing bond paperwork, establishing and scheduling inmate transfers. Communicated directly with Judicial Courts, Parole, Probation and other law enforcement agencies. Answered questions from Attorneys and the public. Conducted time calculation for inmate sentences, coordinated inmate end of sentence discharges. Completed other clerical assignments as needed.*

***Position: Clerk Typist / Department of Correction – Commissioner’s Office (1978 to 1979)***

*Various clerical duties throughout the department which includes: filing, typing and other miscellaneous clerical duties assigned.*

***ACCOMPLISHMENTS AND AWARDS***

*Selected as the* ***Connecticut Department of Correction Correctional Officer of the Year*** *(1999)*

*Selected as the* ***Hartford Correctional Center Employee of the Year*** *(1999)*

*Selected as the* ***Connecticut Department of Correction Circle of Merit Award*** *(1990)*

*Selected as the* ***Facility******Employee of the Quarter*** *on numerous occasions.*