



NOTICE OF JOB OPENING

Department Name:	MONROE CIRCUIT COURT PROBATION DEPARTMENT
Position Title:	Adult Probation Officer - Position to start October 1, 2020
Position Summary:	<p>Responsible for supervision of adult offenders who are granted probation or referred to the Probation Department for preliminary investigation. Job requires working non-traditional schedule, including evening and weekend work schedule. PRIMARY RESPONSIBILITY: supervising High/Moderate risk caseload.</p> <p>See web site for more information. http://www.co.monroe.in.us/probation</p> <p><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> • Supervision of adult offenders referred to probation programming consistent with the conditions imposed by the court. • Performs field visits with offenders in the community (home, school, work). • Completes preliminary investigations and other reports as directed by the court. • Maintains accurate records and complete data entry of all case contacts. • Makes referrals to public and private agencies to meet the needs of probationers. • Maintains contact with agencies and other persons or institutions concerned with the treatment or welfare of probationers. • Conducts drug and alcohol screenings with probationers. • Testifies in court.
Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree from accredited college or university <u>required</u>; major in criminal justice, social work, or related field preferred. • Must not be less than twenty-one years of age and must be a U.S. citizen. • Experience and/or training as Community Corrections Officer or Probation Officer preferred. • Must have ability to work as member of a team. • Must have knowledge of philosophy, theories, practices in correctional field and related disciplines. Must have ability to learn and utilize effective correctional practices such as motivational interviewing and Effective Practices in Community Supervision. • Must have excellent written and verbal communication skills. • Must have knowledge of available community resources with understanding and skill to use them. • Must have valid driver's license, and must have and maintain reliable vehicle including appropriate level of vehicle insurance.
Salary:	<p>Salary based on Indiana Probation Officer Minimum Salary Schedule depending on years as certified Probation Officer. 2020 Indiana Probation Officer Minimum Salary Schedule</p> <p>2020 Entry Level Starting Pay: \$35,276 (approx. \$19.38/hour).</p> <p>Pay raises only for years of experience as an Indiana Probation Officer.</p>
Posted:	Posted August 28, 2020. Accepting resumes until position is filled.
Submit Resume, Cover Letter and Min. 6 References to:	<p>Linda Brady, Chief Probation Officer Monroe Circuit Court Probation 214 West 7th Street, Suite 200 Bloomington, Indiana 47404 lbrady@co.monroe.in.us</p>

Probation Department Hours: Monday through Thursday 8:00 a.m. to 5:00 p.m.; Friday 8:00 a.m. to 4:00 p.m.

Community Corrections Hours: Monday through Thursday 7:00 a.m. to 7:00 p.m.; Friday 7:00 a.m. to 4:00 p.m.