



## NOTICE OF JOB OPENING

<b>Department:</b>	<b>MONROE CIRCUIT COURT PROBATION DEPARTMENT</b>
<b>Position Title:</b>	<b>PROBATION OFFICER ASSISTANT</b>  PART TIME POSITION – 15-20 hours per week (flexible schedule, ability to schedule work hours around college class schedule)
<b>Position Summary:</b>	<ul style="list-style-type: none"> <li>• Responsible for completing various community supervision duties within the scope of Probation and Community Corrections.</li> <li>• Duties include: <ul style="list-style-type: none"> <li>○ Assisting probation officers, conducting daily check-ins with clients, performing portable breath-alcohol tests with clients, meeting with clients, performing clerical duties, and other tasks as assigned.</li> <li>○ Working with support staff to perform general clerical duties, answering and routing switchboard calls, and greeting office visitors.</li> <li>○ Conducting observed drug/alcohol testing of persons of the same gender.</li> </ul> </li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• High School Diploma or equivalent required.</li> <li>• Completion of at least one year of college preferred.</li> <li>• Computer experience preferred (Microsoft Office).</li> <li>• Must be able to work well with public.</li> <li>• Must have ability to organize several duties and meet deadlines.</li> <li>• Must have good time management skills.</li> <li>• Must be able to work in a team environment,</li> </ul>
<b>Salary:</b>	2020: Starting <b>\$12.00</b> /hour.      2021: Starting \$14.00/hour  <ul style="list-style-type: none"> <li>➤ Potential to be approved for work-study (if needed).</li> <li>➤ Approved for criminal justice internship (students enrolled in college criminal justice internship classes may receive class credit for work performed in this job).</li> </ul>
<b>Deadline for Application:</b>	Resumes accepted until all positions are filled.
<b>Submit Resume, Cover Letter and Minimum Three (3) References to:</b>	Linda Brady, Chief Probation Officer Monroe Circuit Court Probation Department 214 West 7 <sup>th</sup> Street, Suite 200 Bloomington, IN 47404 <a href="mailto:lbrady@co.monroe.in.us">lbrady@co.monroe.in.us</a>  <b>Email submission of required documents encouraged.</b>
<b>For Additional Information:</b>	See Probation Department website including Annual Reports <a href="http://www.co.monroe.in.us/probation">www.co.monroe.in.us/probation</a>

**Department Hours: Monday, Tuesday, Wednesday, and Thursday 8:00 a.m. to 5:00 p.m.  
Friday 8:00 a.m. to 4:00 p.m.**

**Community Corrections Hours: Monday – Thursday 7:00 a.m. to 7:00 p.m.  
Friday 7:00 a.m. to 4:00 p.m.**

**Monroe County is an Equal Opportunity Employer  
Federal Identification Number – 35-1732462**