

**NOTICE OF JOB OPENING**

Department:	MONROE CIRCUIT COURT PROBATION DEPARTMENT
Position Title:	PROBATION OFFICER ASSISTANT PART TIME POSITION – 15-20 hours per week (flexible schedule, ability to schedule work hours around college class schedule)
Position Summary:	<ul style="list-style-type: none"> • Responsible for completing various community supervision duties within the scope of Probation and Community Corrections. • Duties include: <ul style="list-style-type: none"> ○ 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. ○ Working with support staff to perform general clerical duties, answering and routing switchboard calls, and greeting office visitors. ○ Conducting observed drug/alcohol testing of persons of the same gender.
Qualifications:	<ul style="list-style-type: none"> • High School Diploma or equivalent required. • Completion of at least one year of college preferred. • Computer experience preferred (Microsoft Office). • Must be able to work well with public. • Must have ability to organize several duties and meet deadlines. • Must have good time management skills. • Must be able to work in a team environment,
Salary:	2021: Starting \$14.00/hour; after 1 year \$15.50/hour ➤ Potential to be approved for work-study (if needed). ➤ Approved for criminal justice internship (students enrolled in college criminal justice internship classes may receive class credit for work performed in this job).
Deadline for Application:	Resumes accepted until all positions are filled. Posted January 6, 2021.
Submit Resume, Cover Letter and Minimum Three (3) References to:	Linda Brady, Chief Probation Officer Monroe Circuit Court Probation Department 214 West 7 th Street, Suite 200 Bloomington, IN 47404 lbrady@co.monroe.in.us Email submission of required documents encouraged.
For Additional Information:	See Probation Department website including Annual Reports www.co.monroe.in.us/probation

**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**