



NOTICE OF JOB OPENING

Department Name:	MONROE CIRCUIT COURT PROBATION DEPARTMENT																			
Position Title:	Adult Probation Officer																			
Position Summary:	<p>Serves as Adult Probation Officer responsible for conducting investigations and assessments, making recommendations to the courts, utilizing evidenced-based strategies to promote behavioral change, and supervising clients for enforcement of conditions of supervision.</p> <p>Work week is 35 hours. Flexible schedule. Work culture stresses work/life balance.</p> <p><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> • Attains professional status with the Court Alcohol and Drug Program, performing all duties as required by the Rules for Court-administered Alcohol & Drug Programs. • Develops individualized case plans according to risk/need assessment. • Addresses behavior change targets using effective strategies. • Identifies clients' social services needs and makes referrals to rehabilitative programs. 																			
Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree from accredited college or university <u>required</u> (any major). • Must not be less than 21 years of age and must be a U.S. citizen. • Prefer experience/training in probation, community corrections, criminal justice, social work, psychology, sociology, and/or case management. • Must believe that people are capable of positive behavior change. • Must have ability to work as member of a team. • Must have ability to learn and utilize effective correctional practices such as Motivational Interviewing and Effective Practices in Community Supervision (EPICS). • Must have excellent written and verbal communication skills. • Must have valid driver's license. • Must submit to criminal records check. If chosen as a finalist for this position, must submit to pre-employment drug test. 																			
Salary:	<p>2023 PO Pay - Above State Minimum Salary Schedule</p> <table border="1"> <thead> <tr> <th>Years PO Experience</th> <th>Annual Salary</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>\$40,000</td> </tr> <tr> <td>1</td> <td>\$41,684</td> </tr> <tr> <td>2</td> <td>\$46,372</td> </tr> <tr> <td>3</td> <td>\$51,825</td> </tr> <tr> <td>4-9</td> <td>\$53,514</td> </tr> <tr> <td>10-14</td> <td>\$58,867</td> </tr> <tr> <td>15-19</td> <td>\$64,754</td> </tr> <tr> <td>20+</td> <td>\$71,227</td> </tr> </tbody> </table>	Years PO Experience	Annual Salary	0	\$40,000	1	\$41,684	2	\$46,372	3	\$51,825	4-9	\$53,514	10-14	\$58,867	15-19	\$64,754	20+	\$71,227	<p>Additional Compensation Above State Minimums</p> <ul style="list-style-type: none"> ➤ Up to \$1,500 retention bonus if start employment on/before January 2, 2023 and still employed on September 30, 2023. ➤ County Longevity pay (starts @ \$200 up to \$2,900) based on years of County employment. ➤ County pays employee 3% PERF contribution. <p>Additional County Benefits</p> <ul style="list-style-type: none"> ➤ County-operated health clinic for employees and dependents enrolled in County health plan. Office visits and some medications at no cost to employees. ➤ \$150 incentive for annual physical.
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Posted:	Posted October 18, 2022. Accepting resumes until position is filled.																			
Submit Resume, Cover Letter and Min. 6 References to:	Linda Brady, Chief Probation Officer Monroe Circuit Court Probation Department 214 West 7 th Street, Suite 200 Bloomington, Indiana 47404 probation@co.monroe.in.us																			