

**NOTICE OF JOB OPENING**

Department Name:	Monroe Circuit Court Probation
Position Title:	Juvenile Probation Supervisor
Position Summary:	<ul style="list-style-type: none"> • Personnel administration including assigning and balancing caseloads/workload, reviewing and approving written reports, and conducting employee performance evaluations. • Responsible for training staff. • Write grants and administer grant funds upon approval. • Maintenance/monitoring of grants and special funds budgets. • Compliance with statistical reports/grant reports.
Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree from accredited college or university required; 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 in personnel management preferred. • Experience in juvenile probation work preferred. • Must have knowledge of philosophy, theories, evidence based practices in correctional field and related disciplines. • Must have ability to work effectively with community partners, inspire confidence, and secure cooperation. • Ability to effectively supervise assigned personnel. • Must have ability to effectively communicate with the public. • Must have exceptional organizational skills required with ability to organize several duties and meet deadlines with minimal supervision. • Must have excellent writing, communication skills and public speaking skills. • Knowledge and experience in Juvenile Detention Alternatives Initiatives preferred.
Salary:	Salary is based on Indiana Probation Officer pay scale depending on years of service as certified Probation Officer. Pay raises given only for years of experience as PROBATION OFFICER.
Deadline for Application:	Posted February 9, 2018. Accepting resumes until position is filled.
Submit Resume, Cover Letter, and Minimum of Six (6) References to:	Linda Brady, Chief Probation Officer, Monroe Circuit Court Probation 214 W. 7 th Street, Suite 200 Bloomington, IN 47404

**Probation Department Hours: Monday through Thursday 8:00 AM to 5:00 PM
Friday 8:00 AM to 4:00 PM**

**Community Corrections Hours: Monday through Thursday 7:00 AM to 7:00 PM
Friday 7:00 AM to 4:00 PM**

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