

PO POSITION ANNOUNCEMENT

Ripley County Court Services, Community Corrections Division, announces an opening for a Community Corrections Probation Officer (Case Manager). This position is responsible for direct client supervision for adult offenders on Community Corrections. Work will be performed in and outside of the office. Tasks include, but are not limited to, the following: supervise a client caseload of individuals on Home Detention, Day Reporting with Soberlink; assist and monitor program participants in the Ripley County Courts Addiction and Drug Services (CADS) Program and the Adult MRT Program; prepare risk assessments and case plans; collection of urine drug screens; review, execute and insure compliance with conditions; conduct intakes; prepare Court Notices; testify in Court; maintain various document and computer files; work collaborative with other agencies. Ripley County Court Services requires staff to utilize evidence-based supervision practices.

Qualified applicants should demonstrate an ability to work independently and with minimal supervision. They must possess at minimum a Bachelor's Degree, with a preferred secondary education in the area of Criminal Justice. This position has a salary range in accordance with the Indiana Probation Officer Salary Scale.

Closing date is Upon Fulfillment.

Resumes should be sent to the following:

Shannon G. Schmaltz, Director
Ripley County Court Services
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Versailles, IN 47042
schmaltz@ripleycounty.com