

Rush County Court Services

Rush County is an equal opportunity employer

NOTICE OF JOB

Department Name:	Court Services: Probation Department
Position Title:	Probation Officer
Position Summary:	<p>JOB DUTIES/AREAS OF RESPONSIBILITY:</p> <ul style="list-style-type: none">• Supervision of participants who are granted probation or referred to the Probation Department for presentence investigation.• Perform field visits with probationers in the community.• Complete presentence investigations and other reports as directed by the Court.• Maintain accurate records and complete data entry of all case contacts.• Make referrals to public and private agencies to meet the needs of the probationer.• Maintain contact with public and private agencies and other persons or institutions concerned with the treatment or welfare of probationers.• Conduct drug and alcohol screenings with probationers.• Administrative responsibilities: organizing, filing, and creating statistical reports.• Exhibit sound judgment, work well under pressure and meet established timelines and goals.• Develop good working relationships with local law enforcement, judges, and community resources.• Ability to think and work independently with minimal supervision.• Conduct DNA testing as required by law.• Attend continuing education workshops and training seminars as required.• Perform other related duties as assigned.
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 as Community Corrections Officer or Probation Officer preferred.• Must have ability to work as member of a team.• Must have knowledge of philosophy, theories, practices in correctional field and related disciplines.• Must have excellent writing and communication skills.• Must have knowledge of available community resources with understanding and skill to use them.• Must have valid driver's license.
Salary:	Salary is based on Indiana Probation Officer pay scale depending on years of service as certified Probation Officer. 2021 starting pay: \$36,334. Pay raises only for years of experience as an Indiana Probation Officer.
Posted:	December 11, 2020 and Accepting applications until position is filled.
Submit Resume, Cover Letter and References to:	Ashley Stevens, Director Rush County Court Services 131 E 1 st Street. Rushville, IN 46173 astevens@rushcounty.in.gov