



## NOTICE OF JOB OPENING

<b>Department Name:</b>	<b>MONROE CIRCUIT COURT PROBATION DEPARTMENT</b>
<b>Position Title:</b>	<b>Adult Probation Officer - Enhanced Supervision Unit (ESU) Position to start March 29, 2021</b>
<b>Position Summary:</b>	<p>Responsible for supervision of adults who are granted probation by the court. Job requires working non-traditional schedule, including evening and weekend work schedule. Work week is 35 hours.</p> <p>The Probation Department provides enhanced community supervision for certain adult clients who: 1) have committed violent offenses including domestic violence; 2) have committed sex offenses; 3) have been diagnosed with serious mental health issues. Enhanced Supervision Unit (ESU) probation clients are supervised an enhanced level, therefore ESU caseloads are limited in size.</p> <p><b><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></b></p> <ul style="list-style-type: none"> <li>• Supervision of adults referred to probation programming consistent with the conditions imposed by the court.</li> <li>• Performs field contacts with clients in the community (home, school, work).</li> <li>• Completes preliminary investigations and other reports as directed by the court.</li> <li>• Maintains accurate records and complete data entry of all case contacts.</li> <li>• Makes referrals to public and private agencies to meet the needs of clients.</li> <li>• Maintains contact with agencies and other persons or institutions concerned with the treatment or welfare of probation clients.</li> <li>• Conducts drug and alcohol screenings with clients as needed.</li> <li>• Testifies in court.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree from accredited college or university <u>required</u>; major in criminal justice, social work, or related field preferred.</li> <li>• Must not be less than twenty-one years of age and must be a U.S. citizen.</li> <li>• Experience and/or training as Community Corrections Officer or Probation Officer preferred.</li> <li>• Must have ability to work as member of a team.</li> <li>• Must have knowledge of philosophy, theories, practices in correctional field and related disciplines. Must have ability to learn and utilize effective correctional practices such as Motivational Interviewing and Effective Practices in Community Supervision.</li> <li>• Must have excellent written and verbal communication skills.</li> <li>• Must have knowledge of available community resources.</li> <li>• Must have valid driver's license, and must have and maintain reliable vehicle including appropriate level of vehicle insurance.</li> </ul>
<b>Salary:</b>	Salary based on <a href="#">2021 Indiana Probation Officer Minimum Salary Schedule</a> . 2021 Entry Level Starting Pay: \$36,334 (approx. \$19.96/hour). Pay raises only for years of experience as an Indiana Probation Officer.
<b>Posted:</b>	Posted <b>February 24, 2021</b> . Accepting resumes until position is filled.
<b>Submit Resume, Cover Letter and Min. 6 References to:</b>	Linda Brady, Chief Probation Officer Monroe Circuit Court Probation 214 West 7 <sup>th</sup> Street, Suite 200 Bloomington, Indiana 47404 <a href="mailto:lbrady@co.monroe.in.us">lbrady@co.monroe.in.us</a>

Probation Department Hours:  
Community Corrections Hours:

**Monday through Thursday 8:00 a.m. to 5:00 p.m.; Friday 8:00 a.m. to 4:00 p.m.**  
**Monday through Thursday 7:00 a.m. to 7:00 p.m.; Friday 7:00 a.m. to 4:00 p.m.**