



NOTICE OF JOB OPENING

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| Department Name: | Monroe Circuit Court Probation Department |
| Position Title: | Community Corrections Field Officer |
| Position Summary: | <ul style="list-style-type: none"> Performs duties with the Community Alternative Supervision Program (Home Detention and Day Reporting programs) and Problem Solving Court Program. Job requires flexible, non-traditional work schedule including evenings and weekends. Will be "on call" via cell phone to respond to after-hours program violations. Serves as a field officer for supervision of offenders who are granted Home Detention, Day Reporting or Problem Solving Court status. Work will be performed primarily in the field (i.e., at the homes, schools, and workplaces of program participants). A county fleet vehicle is generally available, but applicants must be able to use personal vehicle to make field contacts if necessary; mileage reimbursed at Monroe County rate. |
| Qualifications: | <ul style="list-style-type: none"> High School Diploma or equivalent required. Must not be less than twenty-one years of age. Must have valid driver's license, ability to use personal vehicle for work purposes, and appropriate vehicle insurance. Experience and/or training in correctional/law enforcement field preferred. Ability to use and troubleshoot electronic monitoring equipment and software for Home Detention. Ability to work as member of a team. Ability to work night and weekend hours. Must have excellent written and verbal communication skills. Must have knowledge of, and experience using, the Microsoft Office Suite (Word, Excel, Outlook). Working knowledge of (or ability to learn) other computer programs. Ability to effectively communicate with the public. Must submit to criminal records check and drug test. |
| Salary: | <p>Full time position with Monroe County Government fringe benefits. Salary increases depending upon number of years of Monroe County Government experience.</p> <p>2021: Entry level: \$31,486 (approx. \$17.30/hour), plus fringe benefits. After 1 year Monroe County Government experience \$33,924 (\$18.09/hour). After 3 years Monroe County Government experience \$34,380 (\$18.89/hour). After 8 years Monroe County Government experience \$35,090 (\$19.28/hour). After 14 years Monroe County Government experience \$35,818 (\$19.68/hour).</p> |
| Deadline for Application: | Applications taken until positions filled. POSTED: July 2, 2021 |
| Submit Resume, Cover Letter and Min. 6 References to: | <p><u>RESUME, COVER LETTER & Minimum Six (6) REFERENCES TO:</u> Linda Brady, Chief Probation Officer Probation Department, 214 West 7th Street, Suite 200 Bloomington, Indiana 47404 lbrady@co.monroe.in.us</p> |

**Probation Department Hours: Monday through Thursday - 8:00 a.m. to 5:00 p.m.
Friday 8:00 a.m. to 4:00 p.m. Closed holidays.**

**Community Corrections Hours: Monday through Thursday - 7:00 a.m. to 7:00 p.m.
Friday 7:00 a.m. to 4:00 p.m. Closed holidays.**