

**NOTICE OF JOB OPENING**

Department Name:	MONROE CIRCUIT COURT PROBATION DEPARTMENT
Position Title:	Community Corrections Probation Officer
Position Summary:	<p>Responsible for supervision of offenders who are placed on the Community Alternative Supervision Program (Home Detention Program, Day Reporting Program). Work week is 35 hours.</p> <p><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> • Supervises offenders referred to community corrections programming consistent with the conditions imposed by the court. • Performs field contacts with clients in the community (home, school, work). • Completes preliminary investigations and other reports as directed by the court. • Maintains accurate records and completes data entry of all case contacts. • Makes referrals to public and private agencies to meet the needs of clients. • Maintains contact with agencies and other persons or institutions concerned with the treatment or welfare of probation clients. • Conducts drug and alcohol screenings with clients as needed. • Testifies in court.
Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree from accredited college or university <u>required</u>; 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 ability to learn and utilize effective correctional practices such as Motivational Interviewing and Effective Practices in Community Supervision. • Must have excellent written and verbal communication skills. • Must have knowledge of available community resources. • Must have valid driver's license, and must have and maintain reliable vehicle including appropriate level of vehicle insurance.
Salary:	Salary is based on Indiana Minimum Salary Schedule for Probation Officers depending on years of service as certified Probation Officer. 2022 starting pay: \$36,879 (approx. \$20.26/hour). Pay raises only for years of experience as an Indiana Probation Officer.
Posted:	Posted January 4, 2022. Accepting resumes until position is filled.
Submit Resume, Cover Letter and Min. 6 References to:	Linda Brady, Chief Probation Officer Monroe Circuit Court Probation 214 West 7 th Street, Suite 200 Bloomington, Indiana 47404 lbrady@co.monroe.in.us

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.

Community Corrections Hours: Monday through Thursday 7:00 a.m. to 5:00 p.m.; Friday 7:00 a.m. to 4:00 p.m.

Monroe County is an Equal Opportunity Employer

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