



## NOTICE OF JOB OPENING

<b>Department Name:</b>	<b>MONROE CIRCUIT COURT PROBATION DEPARTMENT</b>																			
<b>Position Title:</b>	<b>Adult Probation Officer</b>																			
<b>Position Summary:</b>	<p>Serves as Adult Probation Officer responsible for conducting investigations and assessments, making recommendations to the courts, utilizing evidenced-based strategies to promote behavioral change, and supervising clients for enforcement of conditions of supervision.</p> <p>Work week is 35 hours. Flexible schedule. Work culture stresses work/life balance.</p> <p><b><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></b></p> <ul style="list-style-type: none"> <li>• Attains professional status with the Court Alcohol and Drug Program, performing all duties as required by the <a href="#">Rules for Court-administered Alcohol &amp; Drug Programs</a>.</li> <li>• Develops individualized case plans according to risk/need assessment.</li> <li>• Addresses behavior change targets using effective strategies.</li> <li>• Identifies clients' social services needs and makes referrals to rehabilitative programs.</li> </ul>																			
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree from accredited college or university <u>required</u> (any major).</li> <li>• Must not be less than 21 years of age and must be a U.S. citizen.</li> <li>• Prefer experience/training in probation, community corrections, criminal justice, social work, psychology, sociology, and/or case management.</li> <li>• Must believe that people are capable of positive behavior change.</li> <li>• Must have ability to work as member of a team.</li> <li>• Must have ability to learn and utilize effective correctional practices such as Motivational Interviewing and Effective Practices in Community Supervision (EPICS).</li> <li>• Must have excellent written and verbal communication skills.</li> <li>• Must have valid driver's license.</li> <li>• Must submit to criminal records check. If chosen as a finalist for this position, must submit to pre-employment drug test.</li> </ul>																			
<b>Salary:</b>	<p><b>2023 PO Pay - Above State Minimum Salary Schedule</b></p> <table border="1"> <thead> <tr> <th>Years PO Experience</th> <th>Annual Salary</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>\$40,000</td> </tr> <tr> <td>1</td> <td>\$41,684</td> </tr> <tr> <td>2</td> <td>\$46,372</td> </tr> <tr> <td>3</td> <td>\$51,825</td> </tr> <tr> <td>4-9</td> <td>\$53,514</td> </tr> <tr> <td>10-14</td> <td>\$58,867</td> </tr> <tr> <td>15-19</td> <td>\$64,754</td> </tr> <tr> <td>20+</td> <td>\$71,227</td> </tr> </tbody> </table>	Years PO Experience	Annual Salary	0	\$40,000	1	\$41,684	2	\$46,372	3	\$51,825	4-9	\$53,514	10-14	\$58,867	15-19	\$64,754	20+	\$71,227	<p><b>Additional Compensation Above State Minimums</b></p> <ul style="list-style-type: none"> <li>➤ Up to \$1,500 retention bonus if start employment on/before January 2, 2023 and still employed on September 30, 2023.</li> <li>➤ County Longevity pay (starts @ \$200 up to \$2,900) based on years of County employment.</li> <li>➤ County pays employee 3% PERF contribution.</li> </ul> <p><b>Additional County Benefits</b></p> <ul style="list-style-type: none"> <li>➤ County-operated health clinic for employees and dependents enrolled in County health plan. Office visits and some medications at no cost to employees.</li> <li>➤ \$150 incentive for annual physical.</li> </ul>
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<b>Posted:</b>	<b>Posted October 18, 2022.</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 Department 214 West 7 <sup>th</sup> Street, Suite 200 Bloomington, Indiana 47404 <a href="mailto:probation@co.monroe.in.us">probation@co.monroe.in.us</a>																			