



NOTICE OF JOB OPENING

Department Name:	Monroe Circuit Court Probation Department
Position Title:	Community Corrections Field Officer
Position Summary:	<p>Performs duties with the Community Alternative Supervision Program (Home Detention and Day Reporting programs).</p> <ul style="list-style-type: none"> • 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 court-ordered to Home Detention, Electronic Monitoring, and/or Day Reporting programs. • 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 21 years of age. • Must have valid driver's license, ability to use personal vehicle for work purposes, and appropriate vehicle insurance. • Must believe that people are capable of behavior change. • 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 2022:	<p>Full time position with Monroe County Government fringe benefits. Salary increases based on length of employment with Monroe County Government. Entry level: \$35,654 (approx. \$19.59/hour), plus fringe benefits. After 1 year Monroe County Government experience \$37,638 (\$20.68/hour) After 3 years Monroe County Government experience \$39,622 (\$21.77/hour) After 8 years Monroe County Government experience \$41,205 (\$22.64/hour) After 14 years Monroe County Government experience \$42,789 (\$23.51/hour)</p>
Deadline for Application:	Applications taken until positions filled. POSTED: February 28 , 2022
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.