

MORGAN COUNTY COURT SERVICES

FROM: BRIAN FOLEY, CHIEF PROBATION OFFICER

SUBJECT: JOB ANNOUNCEMENT

DATE: 10/24/2023

MORGAN COUNTY COURT SERVICES IS SEEKING APPLICANTS FOR THE POSITION OF:

COMMUNITY SUPERVISION OFFICER - COMMUNITY CORRECTIONS

STATUS: FULL TIME; POSITION OPEN, START ASAP

SALARY: COUNTY POLE I – 2023 RATE \$21.74; 2024 RATE T.B.D.

THE PURPOSE OF THIS POSITION IS TO ASSIST CERTIFIED PROBATION OFFICERS AND COMMUNITY CORRECTIONS STAFF WITH PROCESSING AND MONITORING CLIENTS REFERRED TO MORGAN COUNTY COURT SERVICES. THE COMMUNITY SUPERVISION OFFICER IS REQUIRED TO RESPOND TO 24/7 ELECTRONIC NOTIFICATION SUPERVISION OF OFFENDERS ON A ROTATING BASIS WITH OTHER STAFF MEMBERS.

QUALIFICATIONS: MUST POSSESS/OBTAIN IRAS CERTIFICATION, OUTSTANDING ORGANIZATION SKILLS, APTITUDE FOR DETAIL WORK, EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS, COMPUTER KNOWLEDGE, AND A VALID STATE OF INDIANA DRIVER'S LICENSE. TRAINING IN EVIDENCE BASED PRACTICES AND EXPERIENCE IN ELECTRONIC MONITORING SUPERVISION PREFERRED. MORGAN COUNTY OR ADJACENT COUNTY RESIDENCY IS REQUIRED.

SEE JOB DESCRIPTION FOR MORE DETAILS.

EMAIL LETTER OF INTEREST AND RESUME TO:

mbeauchamp@morgancounty.in.gov

MIRANDA BEAUCHAMP, ASSISTANT CHIEF PROBATION OFFICER

DEADLINE: 11/17/2023 (WILL REMAIN OPEN UNTIL POSITION FILLED)

**POSITION DESCRIPTION
COUNTY OF MORGAN, INDIANA**

POSITION: Community Supervision Officer
DEPARTMENT: Court Services
WORK SCHEDULE: 7:30 a.m. – 5:30 p.m., 4 days/35 hours a week
JOB CATEGORY: POLE (Protective Occupation, Law Enforcement)

DATE WRITTEN: September 2019
DATE REVISED: May 2021

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Morgan County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Community Supervision Officer for Morgan County Court Services Department, responsible for assisting officers in monitoring a caseload of clients on community supervision, facilitating programming, collecting data and research, and assisting with reentry.

DUTIES:

Utilizes Evidence Based Practices in community supervision including, but not limited to, Risk Assessments, Enhancing Intrinsic Motivation, Targeting Interventions, Matching Offender Traits, Cognitive Behavioral Therapy, Strengthening Pro-Social Values, Fidelity to Program Principles, Using Data as a Guide, Incentives, Sanctions, Interventions, implementation of the 8 Principles of Effective Interventions.

Facilitates internal client programs.

Contacts clients by mail, phone, in person or virtually, as ordered by the Court, keeping accurate record of contact with the client, Court, parents, victims, mental health agencies, schools, hospitals, or employers. Conducts home and work visits. Corresponds with victims as necessary.

Conducts Initial Client Intake Appointments, Home Detention Hook Up, and Reentry Intake, including explaining the rules of home detention and probation, collecting signed documents, and installing monitoring equipment as directed.

Reviews electronic home monitoring and program data, including reviewing voicemail and email, making schedule adjustments, and entering data into case management system/software.

Collects drug screens and forwards to laboratory for analysis.

Administers breath analyzer tests.

Responds to electronic notification technology and emergency telecommunication from law enforcement and clients on a 24-hour basis.

Court Services/Community Supervision Officer

Performs other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Minimum of high school diploma/GED. 5-11 months of criminal justice experience or any equivalent combination of education and experience.

Ability to obtain Indiana Risk Assessment System IRAS and/or IYAS certification, MRT Facilitator certification, and other certifications at the direction of the Director of Court Services/Chief Probation Officer.

Working knowledge of community geography and ability to read/interpret detailed prints, layouts, and maps.

Working knowledge of universal health precautions and ability to apply such knowledge in the field to protect oneself from infection.

Working knowledge of and ability to make practical application of phone log, computer system data, Court and school records, police, progress, and lab reports, conditions of supervision and case files.

Working knowledge of and ability to make practical application of various manuals and rules, including but not limited to, Probation Standards, Indiana Criminal Code, computer manuals, Policy and Procedure Manuals, IDOC Procedural Bulletins, Evidence Based Practices, and the 8 Principles of Effective Interventions.

Working knowledge of and ability to use and properly maintain assigned department equipment, such as typewriter, calculator, computer, cell phone, tablet, printer, fax machine, and electronic monitoring equipment.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare/complete required written and oral reports within department deadlines.

Ability to use and interpret legal, computer, and counseling terminology and language.

Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted procedures.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and others.

Ability to provide public access to or maintain confidentiality of department information and records according to all requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, client treatment professionals, Judges, attorneys, law enforcement agencies, schools, media, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to perform arithmetic calculations quickly and accurately.

Ability to compare or observe similarities and differences between data, analyze, evaluate, observe, diagnose, and investigate suspicious behavior and objects, and coordinate, place, and make decisions based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and/or locations and plan/layout assigned work projects.

Ability to testify in legal proceedings/court as necessary.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties with work priorities and schedules primarily determined by a formal schedule and flexible, customary routine. Assignments and objectives are set jointly by supervisor and incumbent. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors are primarily detected through supervisory review and notification from other departments/agencies/public. Work errors could result in work delays, inconvenience to other agencies/public, endangerment to self or others, and/or damage to equipment.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, client treatment professionals, Judges, attorneys, law enforcement agencies, schools, media, and the public for the purposes of rendering services, presenting subject matter, and exchanging ideas.

Incumbent reports directly to Director of Court Services/Chief Probation Officer, Assistant Chief Probation Officer and/or Community Corrections Coordinator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office, jail/confinement center, and outdoors, including sitting/walking at will, standing/walking for long periods, driving, working in extreme hot/cold temperatures, running up/down flights of stairs, running fast for long periods, jumping up/down, crawling/climbing, working with or near fumes, odors, dust, and/or dirt, working in a noisy environment, working in confined areas, lifting/carrying objects weighing under 50 pounds, pushing/pulling objects, bending/reaching, crouching/kneeling, color/depth perception, close/far vision, keyboarding, hearing sounds/communication, and speaking clearly. Incumbent may be exposed to potentially irate/hostile persons.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Community Supervision Officer describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____No_____

Applicant/Employee Signature

Date

Print or Type Name