

Rush County Court Services

Rush County is an equal opportunity employer

NOTICE OF JOB

Department Name:	Court Services: Community Corrections
Position Title:	Probation Officer – Community Supervision Manager
Position Summary:	<p>Position is responsible for supervising both male and female participants who have been placed on Community Corrections. The supervision will be conducted through both field and office responsibilities. Position is responsible for assessing, investigating, and assisting program participants in successful completion of the program while utilizing evidence-based practices. This position requires periods of on call and ability to work a flexible schedule.</p> <p>JOB DUTIES/AREAS OF RESPONSIBILITY:</p> <ul style="list-style-type: none">• Supervision of participants who are ordered to community corrections.• Perform field visits with participants in the community.• Maintain accurate records and complete data entry of all case contacts.• Make referrals to public and private agencies to meet the needs of the participants.• Maintain contact with public and private agencies and other persons or institutions concerned with the treatment or welfare of participants.• Conduct drug and alcohol screenings with participants.• Administrative responsibilities: organizing, filing, and creating statistical reports.• Exhibit sound judgment, work well under pressure and meet established timelines and goals.• Develop good working relationships with local law enforcement, judges, and community resources.• Ability to think and work independently with minimal supervision.• Attend continuing education workshops and training seminars as required.• Perform other related duties as assigned.
Qualifications:	<ul style="list-style-type: none">• Bachelor's Degree from accredited college or university required; 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.• Basic computer skills using common programs such as Microsoft Excel, Word, and Outlook• 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 excellent writing and communication skills.• Must have knowledge of available community resources with understanding and skill to use them.• Must have valid driver's license.
Salary:	<p>Salary is based on Indiana Probation Officer pay scale depending on years of service as certified Probation Officer.</p> <p>2024 Entry Level starting pay: \$41,079 (approx. \$22.57/hour).</p> <p>https://www.in.gov/courts/iocs/files/2024-adjustments-probation-officer-salary-schedule.pdf</p>
Posted:	January 19, 2024 and Accepting applications until position is filled.
Submit Resume, Cover Letter and References to:	Ashley Stevens, Director 131 E 1 st Street. Rushville, IN 46173 astevens@rushcounty.in.gov