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| Title | Community Corrections Case Manager/Probation Officer Assistant |
| County | Noble |
| Responsibilities | This position is responsible for providing administrative support to the department. This support may include conducting pre-trial interviews, processing community corrections applications, providing supervision to participants, assisting Probation Officers by entering progress notes, filing documents, and assisting with drug screening. |
| Qualifications | <p>Must be an effective and efficient communicator with co-workers, treatment providers, clients, court staff, and other stakeholders. Must be able to obtain Indiana certification in the Indiana Risk Assessment system. Will adhere to all Policies and Procedures of the Noble County Judiciary and Noble County Probation/Community Corrections. Will serve in other duties and assignments as requested/required.</p> <p>More Details including essential duties, responsibilities, and qualifications can be found in the attached job description.</p> |
| Education | Bachelor Degree in Criminal Justice, Social or Behavioral Sciences, or a related field preferred. High School diploma or HSE required. |
| Salary | <p>Salary is based upon years of experience and at the discretion of Noble County Judges</p> <p>What can you expect when you work for Noble County Government?</p> <ul style="list-style-type: none"> • Competitive pay • Benefit package – medical, dental, vision, prescription, LTD/STD packages • Retirement Plan, PERF eligible • Vacation, Personal, and Sick Time |
| Apply Before | 6-7-2024 |
| To | Interested applicants should apply by e-mailing your cover letter and resume to Noble County Chief Probation Officer Jared Owen |
| Email | Jared.Owen@nobleco.gov |
| Street | 109 W. Hazel Street |
| City | Albion |
| State | IN |
| Zip | 46701 |