

BARTHOLOMEW COUNTY COURT SERVICES

507 THIRD STREET Columbus,

IN 47201

(812) 379-1640

FAX # (812) 373-2075

POSITION AVAILABLE

Pretrial Probation Officer

(entry level position)

Please submit resume to:

Bartholomew County Court Services

Attention: Kim Maus

507 Third Street

Columbus, IN 47201

kmaus@bartholomew.in.gov

Minimum Requirements:

- 1) Certified Probation Officer or certifiable.*Minimum Qualifications- see page 2
- 2) Must possess good working knowledge of criminal code.
- 3) Must possess good communication skills. **Fluency in Spanish a preferred.**
- 4) Must possess a legal Indiana Driver's License.
- 5) Must reside in Bartholomew County or be willing to relocate. Waiver may be granted.
- 6) Must possess the ability to access the living quarters of probationers.
- 7) Salary based on Minimum Salary Schedule for Probation Officers.

Open until filled.

***Minimum Qualifications**

1. A probation officer shall be at least twenty-one (21) years of age.
2. A probation officer shall be an American citizen.
3. A person who submits an application to take the examination for prospective probation officers shall have a baccalaureate degree from an accredited college or university or be in the last semester of a baccalaureate degree program. A person may not serve as a probation officer until he or she has received a baccalaureate degree.
4. A person who submits an application to take the examination for prospective probation officers shall be a person of good moral character.
5. A person shall take and pass an examination for prospective probation officers prior to employment or within six months from the date that the person is first employed as a probation officer.
 - a. A person who fails the probation officer examination shall not be permitted to serve as a probation officer. The person is eligible to re-take the examination at the next available testing date.
 - b. A person who fails the probation officer examination after a second attempt shall not be eligible to take the examination again or serve as a probation officer for one year after the date of the second examination.
6. A probation officer shall be required to attend an orientation program conducted by the Indiana Office of Court Services (formerly Indiana Judicial Center) within one year from the date that the officer is employed.
7. The qualifications established by the Judicial Conference of Indiana shall be minimum qualifications only. A trial court judge may require higher qualifications for probation officers.
8. The qualifications established by the Judicial Conference of Indiana shall be effective on July 1, 1984. The qualifications shall not apply to persons who have been certified as eligible to serve as probation officers in Indiana courts prior to July 1, 1984.