



NOTICE OF JOB OPENING

Department:	MONROE CIRCUIT COURT PROBATION DEPARTMENT																									
Position Title:	Adult Probation Officer																									
Position Summary:	Serves as Probation Officer responsible for conducting investigations and assessments, making recommendations to the courts, utilizing evidence-based strategies to promote behavioral change, and supervising clients for enforcement of conditions of supervision. Work week is 35 hours. Flexible schedule. Work culture supports work/life balance. <u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u> • Attains professional status with the Court Alcohol and Drug Program, performing all duties as required by the Rules for Court-administered Alcohol & Drug Programs. • Develops individualized case plans according to risk/need assessment. • Addresses behavior change targets using effective strategies. • Identifies clients' social services needs and makes referrals to rehabilitative programs.																									
Qualifications:	• Bachelor's Degree from accredited college or university <u>required</u> (any major). • Must not be less than 21 years of age and must be a U.S. citizen. • Prefer experience/training in probation, community corrections, criminal justice, criminology, social work, psychology, sociology, and/or case management. • Must believe that people are capable of positive behavior change. • Must have ability to work as member of a team. • Must have ability to learn and utilize effective correctional practices such as Motivational Interviewing and Effective Practices in Community Supervision (EPICS). • Must have excellent written and verbal communication skills. • Must have valid driver's license. • Must submit to criminal records check. If chosen as a finalist for this position, must submit to pre-employment drug test.																									
Salary and Benefits:	<table><tr><td colspan="2">2026 MONROE COUNTY PO SALARY</td><td rowspan="10">MONROE COUNTY GOVERNMENT BENEFITS: -Pension program (14.2% salary invested), no cost to employee -Free primary healthcare for all health insurance participants via employer-provided health clinic -Health/dental insurance w/80% employer contribution -Government holidays -FLSA nonexempt positions earn comp time for hours worked over weekly minimum -Retirement counselor resources -Free parking -6 wks. paid parental leave after 1-year FT employment -6 wks. paid FMLA leave after 1-year FT employment -Perks & discounts program -Employee Assistance Program (EAP) for employees and their families free of charge</td></tr><tr><td colspan="2"><u>Above State Minimum</u> Salary Schedule</td></tr><tr><td>Years PO Experience</td><td>Annual Salary</td></tr><tr><td>0</td><td>\$46,135</td></tr><tr><td>1</td><td>\$48,084</td></tr><tr><td>2</td><td>\$53,502</td></tr><tr><td>3</td><td>\$59,782</td></tr><tr><td>4-9</td><td>\$61,713</td></tr><tr><td>10-14</td><td>\$67,881</td></tr><tr><td>15-19</td><td>\$74,685</td></tr><tr><td>20+</td><td>\$82,146</td></tr></table>			2026 MONROE COUNTY PO SALARY		MONROE COUNTY GOVERNMENT BENEFITS: -Pension program (14.2% salary invested), no cost to employee -Free primary healthcare for all health insurance participants via employer-provided health clinic -Health/dental insurance w/80% employer contribution -Government holidays -FLSA nonexempt positions earn comp time for hours worked over weekly minimum -Retirement counselor resources -Free parking -6 wks. paid parental leave after 1-year FT employment -6 wks. paid FMLA leave after 1-year FT employment -Perks & discounts program -Employee Assistance Program (EAP) for employees and their families free of charge	<u>Above State Minimum</u> Salary Schedule		Years PO Experience	Annual Salary	0	\$46,135	1	\$48,084	2	\$53,502	3	\$59,782	4-9	\$61,713	10-14	\$67,881	15-19	\$74,685	20+	\$82,146
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Posted:	Posted July 29, 2026. Accepting resumes until multiple positions are filled.																									
Submit Resume, Cover Letter & Min. 6 References to:	Linda Brady, Chief Probation Officer, Monroe Circuit Court Probation Department 214 West 7 th Street, Suite 200 Bloomington, Indiana 47404 probation@co.monroe.in.us																									