



## NOTICE OF JOB OPENING

<b>Department Name:</b>	<b>Monroe Circuit Court Probation Department</b>
<b>Position Title:</b>	<b>Community Corrections Field Officer</b>
<b>Position Summary:</b>	<ul style="list-style-type: none"> <li>• Performs duties with the Community Alternative Supervision Program (home detention and day reporting programs).</li> <li>• Job requires flexible, non-traditional work schedule including evenings and weekends. Will be “on call” via pager/cell phone.</li> <li>• Serves as a field officer for field supervision of offenders who are granted Home Detention, Day Reporting or Problem Solving Court status.</li> <li>• Work will be performed primarily in the field (i.e., at the homes, schools, and workplaces of offenders).</li> <li>• A county fleet vehicle is generally available, but applicants must be able to use personal vehicle to make field visits if necessary; mileage reimbursed at Monroe County rate.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• High School Diploma or equivalent required.</li> <li>• Must not be less than twenty-one years of age.</li> <li>• Must have valid driver’s license, ability to use personal vehicle for work purposes, and appropriate vehicle insurance.</li> <li>• Experience and/or training in correctional/law enforcement field preferred.</li> <li>• Ability to use and troubleshoot electronic monitoring equipment and software for Home Detention.</li> <li>• Ability to work as member of a team.</li> <li>• Ability to work night and weekend hours.</li> <li>• Must have excellent written and verbal communication skills.</li> <li>• Must have knowledge of, and experience using, the Microsoft Office Suite (Word, Excel, Outlook). Working knowledge of (or willingness to learn) other computer programs.</li> <li>• Ability to effectively communicate with the public.</li> <li>• Must submit to criminal records check and drug test.</li> </ul>
<b>Salary:</b>	<p><b>Full time position with Monroe County Government fringe benefits.</b> Salary increases depending upon number of years of Monroe County Government experience.</p> <p><b>2018:</b>  <b>Entry level:</b> \$29,319 (approx. \$16.11/hour), plus fringe benefits.  <b>After 1 year</b> Monroe County Government experience \$30,734 (\$16.89/hour).  <b>After 3 years</b> Monroe County Government experience \$32,150 (\$17.66/hour).  <b>After 8 years</b> Monroe County Government experience \$32,857 (\$18.05/hour).  <b>After 14 years</b> Monroe County Government experience \$33,565 (\$18.44/hour).</p>
<b>Deadline for Application:</b>	Applications taken until positions filled. <b>POSTED: August 1, 2018</b>
<b>Submit Resume, Cover Letter and Min. 6 References to:</b>	<b>RESUME, COVER LETTER &amp; Minimum Six (6) REFERENCES TO:</b> Linda Brady, Chief Probation Officer, Probation Department 214 West 7 <sup>th</sup> Street, Suite 200

Bloomington, Indiana 47404

**Probation Department Hours:** Monday through Thursday - 8:00 a.m. to 5:00 p.m.  
Friday 8:00 a.m. to 4:00 p.m. Closed holidays.

**Community Corrections Hours:** Monday through Thursday - 7:00 a.m. to 7:00 p.m.  
Friday 7:00 a.m. to 4:00 p.m. Closed holidays.

**Monroe County is an Equal Opportunity Employer**

**Federal Identification Number - 35-1732462**