

**NOTICE OF JOB OPENING**

Department Name:	Monroe Circuit Court Probation Department
Position Title:	Community Corrections Field Officer
Position Summary:	<ul style="list-style-type: none"> • Performs duties with the Community Alternative Supervision Program (Home Detention and Day Reporting programs). • Job requires flexible, non-traditional work schedule including evenings and weekends. • Will be “on call” via cell phone to respond to after-hours program violations. • Serves as a field officer for supervision of offenders who are granted Home Detention, Day Reporting or Problem Solving Court status. • Work will be performed primarily in the field (i.e., at the homes, schools, and workplaces of offenders). • A county fleet vehicle is generally available, but applicants must be able to use personal vehicle to make field contacts if necessary; mileage reimbursed at Monroe County rate.
Qualifications:	<ul style="list-style-type: none"> • High School Diploma or equivalent required. • Must not be less than twenty-one years of age. • Must have valid driver’s license, ability to use personal vehicle for work purposes, and appropriate vehicle insurance. • Experience and/or training in correctional/law enforcement field preferred. • Ability to use and troubleshoot electronic monitoring equipment and software for Home Detention. • Ability to work as member of a team. • Ability to work night and weekend hours. • Must have excellent written and verbal communication skills. • Must have knowledge of, and experience using, the Microsoft Office Suite (Word, Excel, Outlook). Working knowledge of (or willingness to learn) other computer programs. • Ability to effectively communicate with the public. • Must submit to criminal records check and drug test.
Salary:	<p>Full time position with Monroe County Government fringe benefits. Salary increases depending upon number of years of Monroe County Government experience.</p> <p>2018: Entry level: \$29,319 (approx. \$16.11/hour), plus fringe benefits. After 1 year Monroe County Government experience \$30,734 (\$16.89/hour). After 3 years Monroe County Government experience \$32,150 (\$17.66/hour). After 8 years Monroe County Government experience \$32,857 (\$18.05/hour). After 14 years Monroe County Government experience \$33,565 (\$18.44/hour).</p>
Deadline for Application:	Applications taken until positions filled. POSTED: November 20, 2018
Submit Resume, Cover Letter and Min. 6 References to:	RESUME, COVER LETTER & Minimum Six (6) REFERENCES TO: Linda Brady, Chief Probation Officer, Probation Department 214 West 7 th 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.**