



GOVERNMENT OF

**Monroe County**  
I N D I A N A

Home of Indiana University

## NOTICE OF JOB OPENING

<b>Department:</b>	<b>MONROE CIRCUIT COURT PROBATION DEPARTMENT</b>
<b>Position Title:</b>	<b>PROBATION OFFICER ASSISTANT</b> PART TIME POSITION – 15-20 hours per week (flexible schedule)
<b>Position Summary:</b>	<ul style="list-style-type: none"><li>• Responsible for completing various duties within the scope of Probation and Community Corrections.</li><li>• Primary duties include assisting probation officers, conducting daily check-ins with offenders, meeting with clients, clerical work, and other tasks as assigned.</li><li>• Secondary duties include working with support staff answering and routing switchboard calls and greeting office visitors.</li><li>• Additional duties include conducting observed drug/alcohol screenings of a person of the same gender.</li></ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• High School Diploma or equivalent required</li><li>• Completion of at least one year of college preferred</li><li>• Computer experience preferred (Microsoft Office)</li><li>• Must be able to work well with public</li><li>• Must have ability to organize several duties and meet deadlines</li><li>• Must have good time management skills</li></ul>
<b>Salary:</b>	\$10.00 to \$14.00 per hour.
<b>Deadline for Application:</b>	Resumes accepted until positions are filled. POSTED: November 20, 2018
<b>Submit Resume, Cover Letter and Minimum of Three (3)References to:</b>	Linda Brady, Chief Probation Officer Monroe Circuit Court Probation Department 214 West 7 <sup>th</sup> Street, Suite 200 Bloomington, IN 47404 <a href="mailto:lbrady@co.monroe.in.us">lbrady@co.monroe.in.us</a>

**Department Hours: Monday, Tuesday, Wednesday, and Thursday 8:00 a.m. to 5:00 p.m.  
Friday 8:00 a.m. to 4:00 p.m.**

**Community Corrections Hours: Monday – Thursday 7:00 a.m. to 7:00 p.m.  
Friday 7:00 a.m. to 4:00 p.m.**

**Monroe County is an Equal Opportunity Employer  
Federal Identification Number – 35-1732462**