Huntington County

Erika Devine
Human Resources Director
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February 14, 2018

Huntington County Probation Department has an opening for a full time Juvenile Probation Officer.

A successful candidate will be responsible for working with juveniles who have been assigned probation, by providing monitoring of program rules compliance. Will be responsible for documenting compliance, performing school system and home visits, notifying the court of all violations, entering data, testifying in court, and maintaining accurate records.

A successful candidate must have a minimum of a Baccalaureate Degree; in the field of criminal justice or law enforcement is preferred. Must have or have the ability to obtain a Probation Officer certification. Excellent oral and written communication skills and ability to efficiently process information and utilize problem-solving skills are also required. In addition, time management skills are essential. A successful candidate must have the ability to manage a large caseload and meet deadlines, as well as work with a diverse group of people.

Salary range is set by state guidelines. Individual must be flexible to work hours outside of business hours (8a-4:30p M-F) and possibly weekends. Position will be on call for 24 hours a day, every other week.

Interested applicants should send the County's application and a resume to: HR Director Erika Devine, 201 N. Jefferson St, Room 103A Huntington, IN 46750. Applications are due by February 26th. EOE