

January 31, 2018

NOTICE OF OPEN POSITION

DEPARTMENT: Madison County Unified Courts; Juvenile Probation Department

POSITION: Full-Time Entry Level Juvenile Probation Officer

FLSA STATUS: Non-Exempt

JOB CATEGORY: PAT (Professional/Administrative/Technological)

WORK SCHEDULE: Normally Monday through Friday with some afternoon and evening hours; the applicant must be willing to be flexible to accommodate court and probationer/family needs.

Incumbent serves as Juvenile Probation Officer for the Madison County Unified Courts Juvenile Probation Department with major responsibility for the supervision of juvenile probationers and assisting the court and its officers in decision making processes.

DUTIES:

- Supervises and assists juvenile probationers consistent with court imposed probation conditions;
- Conducts preliminary inquiries and pre-dispositional interviews with juveniles and parents; and prepares and submits reports as required by law;
- Maintains accurate records of all cases investigated or assigned by the court, and furnishes records and reports to the court upon request;
- Assists the court, prosecutors, and law enforcement officials by making recommendations regarding the potential diversions of individuals charged with offenses to appropriate community alternatives;
- Recommends to the court modifications of conditions of probation;
- Notifies the court of cases of probation violation and recommends legal actions;
- Assists individuals on probation to obtain needed services from appropriate public or private treatment and/or welfare agencies;
- Testifies before the court in delinquency proceedings;
- Makes intake decisions regarding continued detention of youth who have been taken into custody by law enforcement;
- Performs other related duties as assigned.

JOB REQUIREMENTS:

- The applicant shall be a person of good moral character, shall be at least 21 years of age and shall be an American citizen with a valid driver's license.
- The applicant shall have a bachelor degree from an accredited institution preferably in criminal justice, psychology, social work, sociology, or related field.
- The applicant shall have or have the ability to obtain Probation Officer certification and risk/needs assessment certification.
- The applicant shall be willing and able to conduct home visits of probationers as required and acquire self-defense knowledge and skills.

Interested persons should submit an application, a signed cover letter, a resume, and at least three professional references by March 2, 2018 to the following:

Madison County Juvenile Probation Department
3420 Mounds Road; Anderson, Indiana 46017-1873
Attention: Chief Probation Officer, Mike Gray

Madison County is an Equal Opportunity Employer