



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><br>PART TIME POSITION – 15-20 hours per week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <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: June 29, 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Submit Resume, Cover Letter and Minimum of Three References to:</b> | Linda Brady, Chief Probation Officer<br>Monroe Circuit Court Probation Department<br>214 West 7 <sup>th</sup> Street, Suite 200<br>Bloomington, IN 47404<br><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**