

Pulaski County Probation Officer

Responsibilities:

- Serves at all times as an Officer of the Court and will be assigned a caseload based on the needs of the department which include casework, presentence investigations, intake, court reports and appearances, and other duties as assigned by the Chief Probation Officer;
- Demonstrates an ability to foster a team orientated work environment;
- Utilizes, understands, and administers the Indiana Risk Assessment System and evidence based practices;
- Maintains appropriate communication with clients, legal representatives, treatment providers, placement agencies, and other concerned persons;
- Reviews documents pertaining to legal and social history of clients;
- Completes court paperwork and correspondence as required;
- Testifies in court and makes appropriate recommendations;
- Conducts interviews with clients to inform them of legal requirements of supervision;
- Conducts field visits;
- Maintains collaboration between counselors, treatment agencies, public services agencies, placement agencies, and providers, as required;
- Attends and participates in partnering organizational meetings in order to help further develop and improve the local probation process/system;
- Reflects a willingness and ability to grow professionally by being able to conduct research and the desire to attend professional development opportunities;
- Displays a strong understanding of computer, social media, e-filing, data collection, and similar technology-based platforms with abilities to utilize them, along with a willingness to learn and be trained in new technological platforms;
- Adheres to all Policies and Procedures of Pulaski Circuit and Superior Courts;
- Serves in other capacities and assignments as requested, required, and/or directed by the Chief Probation Officer.

Qualifications:

- Minimum qualifications as required by the State of Indiana for a probation officer.
- Bachelor's Degree from an accredited university.
- Pulaski County residency preferred.

Salary: Salary is based on the Indiana Minimum Salary Schedule for Probation Officers.

Apply Before: **May 31, 2018; 4:00 p.m.**
To: **Judges Michael Anthony Shurn/Judge Crystal Kocher**
Email: **judge66@pulaskicounty.in.gov**

Please submit a cover letter of interest, a resume including all previous training, and a two page writing sample.