

RIPLEY COUNTY COURT SERVICES

Adult & Juvenile Probation• Community Corrections

115 N. Main Street, 1st Floor Courthouse
P.O. Box 248, Versailles, IN 47042
(812) 689-6063

**Honorable Ryan J. King, Judge
Ripley Circuit Court**

**Honorable Jeffrey L. Sharp, Judge
Ripley Superior Court**

Position Title	Ripley County Juvenile Probation Officer
Commencement Date	Immediate Opening
Salary	Probation Officer Salary Scale
Location	Ripley County Court Services, Probation 115 N Main St, 1st Floor Courthouse, Versailles, IN 47042
Description	Supervise a juvenile probation caseload
Work Schedule	Monday through Friday, 35 hours per week
Status	Full-time
FLSA Status	Non-Exempt
Policy Manual	Ripley County Court Services Policy and Procedural Manual and Ripley County Employee Handbook
Incumbent Reports To	Shannon Schmaltz, Director of Ripley County Court Services Circuit and Superior Courts

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Ripley County to employ, advance and otherwise treat qualified individuals without regard to their disability in all employment practices. Ripley County will attempt to accommodate disabled employees and job applicants to enable them to perform the essential functions of their jobs in a safe and efficient manner. Ripley County will afford reasonable accommodations to qualified applicants and employees with a known disability, provided that the accommodation does not cause undue hardship to Ripley County, or irrespective of the accommodation, that such individuals do not pose a direct threat to the health and safety of themselves or others.

POSITION REQUIREMENTS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily and possess a high degree of the subject matter (knowledge of all local, state, and federal laws applicable to operations of probation, with the ability to apply and enforce regulations as needed; knowledge of the criminal justice system, including practical knowledge of customary practices and procedures of the Court and in supervision of adult offenders).

Additional requirements include, but are not limited to, the following:

- Supervise juvenile probationers referred from the Ripley County Circuit Court, pursuant to the Court imposed conditions of probation and in accordance with the Eight Principles of Effective Intervention;
- Facilitate the Juvenile Evening Reporting Program on a monthly rotation;
- Excellent written and oral communication skills utilizing the English language;
- Understand the accepted principles and practices involved in the supervision of probationers;
- Complete Preliminary Inquiry/Pre-Dispositional Reports;

- Communicate and file with the Courts Petitions for Probation Violation Hearings, case status reports, etc.;
- Assist probationers in obtaining services from the Court Services programs, or from other treatment agency providers;
- Articulate clear and accurate Court testimony;
- Assist with field supervision of probationers;
- Collection of drug screens;
- Work in a copasetic and proficient manner with a highly motivated and dynamic Court Services staff; and
- Perform any related duty as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

As established by the Judicial Conference of Indiana:

1. A probation officer shall be at least twenty-one (21) years of age.
2. A probation officer shall be an American citizen.
3. A person who submits an application to take the examination for prospective probation officers shall have a baccalaureate degree from an accredited college or university or be in the last semester of a baccalaureate degree program. A person may not serve as a probation officer until he or she has received a baccalaureate degree.
4. A person who submits an application to take the examination for prospective probation officers shall be a person of good moral character.
5. A person shall take and pass an examination for prospective probation officers prior to employment or within six months from the date that the person is first employed as a probation officer.
 - a. Examination Failure -- A person who fails the probation officer examination shall not be permitted to serve as a probation officer. The person is eligible to re-take the examination at the next available testing date.
 - b. A person who fails the examination a second time shall not be permitted to take the examination or serve as a probation officer until one year after the second examination.
6. A probation officer shall be required to attend an orientation program conducted by the Indiana Judicial Center within one year from the date that the officer is employed.
7. The qualifications established by the Judicial Conference of Indiana shall be minimum qualifications only, and a trial court judge may require higher qualifications for probation officers.
8. The qualifications established by the Judicial Conference of Indiana shall be effective on July 1, 1984. The qualifications shall not apply to persons who have been certified as eligible to serve as probation officers in Indiana courts prior to July 1, 1984.

● Please send resumes to: schmaltz@ripleycounty.com