

Indiana Probation Officers Minimum Qualifications:

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 probation officer must hold a Bachelor's Degree from an accredited college or university.
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 (6) months from the date that the person is first employed as a probation officer.
6. A probation officer shall be required to attend an orientation program conducted by the Indiana Judicial Center within one (1) year from the date that the officer is employed.

Brief Job Description:

- o Carry out supervision of Adult and/or Juvenile offenders for the Wabash County Circuit and Superior Courts; maintain detailed and accurate case notes and files, while utilizing evidence-based practices to best serve clients.
- o Complete EPICS and/or ECMS, Case Management, and Motivational Interview Training within first 18 months of employment.
- o Complete IRAS/IYAS Certification immediately upon hire.
- o Prepare written reports to the Court including but not limited to: Pre-Sentence Investigation Reports, Petitions to Revoke Probation, Pre-Dispositional Reports, etc.
- o Rotate On-Call responsibilities; be available to place youth on Alternatives to Detention after hours
- o Earn 12-24 hours of Continuing Education during each year of employment
- o Collect urine drug screens and conduct field visits in the community
- o Work with Intra-State and Inter-State transfer offenders
- o Other duties as assigned by the Court or Chief Probation Officer
- o Adhere to safety and security policy and procedure, including Firearm, Taser, OC Spray Certifications