

**PLEASE DO NOT REMOVE**

**NOTICE – VACANT POSITION**

**Job Title:** Intensive Adult Probation Officer (Grant Funded Position)

**Department:** Floyd County Probation Department

**Supervisor:** Kelly Deuser, Chief Probation Officer

**Classification/Pay Grade:** Non-Exempt      **Hire-In Pay Rate:** \$34,517.00

**Application Deadline:** February 18, 2019 (Submit resumes to: Kelly Deuser, CPO Floyd County Probation Dept., 1613 East Spring Street, Suite 2 New Albany, IN 47150)

- A probation officer shall be not less than 21 years of age.
- A probation officer shall be an American citizen.
- An individual who submits an application to take the examination for prospective probation officer shall have a baccalaureate degree from an accredited college or university in human service field.
- A person who submits an application to take the examination for prospective probation officer shall be a person of good moral character.
- A person shall take and pass an examination for prospective probation officer prior to employment or within six months from the date that the person is first employed as a probation officer.
  - ❖ A person who fails the examination shall be permitted to take the examination a second time. The second examination shall not be given until ninety days after the first examination, during which time the person shall not be permitted to serve as a probation officer.
  - ❖ A person who fails the examination a second time shall not be permitted to take the examination or serve as a probation officer until none year after the second examination.
- 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.
- The qualifications established by the Judicial Conference of Indiana shall be minimum qualifications only. A trial court judge may require higher qualification for probation officers.
- A person shall be certified in risk assessment by the State of Indiana.
- A person shall have knowledge of Interstate and Intrastate policies and procedures.

**ESSENTIAL JOB FUNCTIONS AND QUALIFICATIONS:**

- Conduct pre-hearing and pre-sentence investigations and prepare reports as required.
- Maintain probation caseload for adult offenders.
- Interview offenders and prepare reports and recommendations for the court.
- Supervise offender, keep accurate case notes and paperwork and attend relevant hearings.
- Administer urinalysis testing.
- Monitor all terms and conditions of probation as handed down by the courts.
- Notify the court of any modifications in the conditions of probation.
- Assist the courts in making pretrial release decisions.
- Assist enforcement officials in making decisions regarding the diversion of charged individuals to appropriate non-criminal alternatives.
- Maintain regular communications with public and private agencies, other departments and persons to obtain and disseminate information concerning then treatment and welfare of probationers.
- Oversee the collection of all fines and fees imposed by the courts to all caseload offenders.

## **REQUIREMENTS:**

- Must have increased knowledge of mental illness and addictions.
- Must have Motivational Interviewing training.
- Must be able to work with high risk offenders.
- Must be able to address major mental illness concerns and severe addiction issues.
- Thorough knowledge of the criminal justice system, including practical knowledge of the customary practices and procedures of the court and specialized knowledge and understanding of the accepted principles involved in the supervision of probationers.
- Ability to effectively supervise, counsel and direct a wide range of individuals and to assist them in obtaining a variety of special services.
- Ability to effectively interview, investigate, and work with clients to assure proper completion of all probation requirements.
- Ability to resolve emergency/crises situations and take appropriate action.
- Thorough knowledge of treatment program and services available to clients from other government, social and private agencies.
- Complete knowledge of standard policies and practices of the Floyd County, IN legal process and probation office.
- Practical understanding of human motivation and behavior and ability to apply such knowledge in specific situations and case.
- Ability to understand both general and specific directives and to work effectively in situations of potential stress and conflict with minimal supervision.
- Ability to maintain accurate records and files.
- Ability to maintain strict confidentiality of all departmental records and information.
- Ability to follow all personnel policies and rules of the organization.
- Baccalaureate in Psychology or human services field.

## **LICENSE/CERTIFICATION NEEDED:**

- Ability to meet state judicial conference minimum qualifications, including possession of a baccalaureate degree and ability to pass qualification examination.
- Have increased training/education in treating mental illness and addiction. Baccalaureate in human service field required. Must have or obtain Motivational Interviewing training.