

JOB POSTING

Position Opening: Adult Probation Officer (Grant Funded)
Department: Madison County Unified Courts Adult Probation
Job Category: PAT (Professional Administrative Technological)
Pay Rate: To Be Determined
Work Schedule: Varies
FLSA Status: Non-Exempt
Status: Full Time

The Madison County Unified Courts Adult Probation Department is seeking qualified applicants for the position of Adult Probation Officer.

Major duties include:

- Supervision of adult probationers and defendants consistent with court-imposed conditions;
- Conducting Pre-Sentence Interviews;
- Communication with the courts regarding violations of supervision, case status, etc.;
- Assisting probationers in obtaining services from appropriate public or private treatment and/or welfare agencies;
- Testifying accurately and clearly in court;
- Field supervision of probationers;
- Collection of drug screens;
- Any related duties, as assigned.

Minimum Qualifications:

- Knowledge of the criminal justice system, including the customary practices and procedures of the court;
- Excellent written and oral communication skills utilizing the English language;
- Understanding of the accepted principles and practices involved in the supervision of probationers;
- Ability to effectively supervise, assist, and hold accountable a wide range of individuals through the application of Evidence Based Practices (EBP);
- Ability to understand and comply with both general and specific directives;
- Ability to meet State Judicial Conference minimum qualifications, including, but not limited to, possession of a Bachelor's Degree from an accredited institution, preferably in the social sciences, and ability to pass certification examinations;
- Ability to obtain certifications in assessing risk and needs.

Salary will follow state salary guidelines for Indiana Probation Officers. **This position is grant funded.** A ninety (90) day probationary period applies to this position. **Non-Traditional work hours apply to this position.**

Interested persons should submit a Madison County Employment Application, Cover Letter with Resume', and a minimum of three (3) professional and three (3) personal references by mail no later than Friday, August 2nd, 2019 to the following:

Madison County Circuit Courts Adult Probation Department
16 East 9th Street, Suite 300
Anderson, IN 46016
ATTN: Chief Probation Officer Tony A. New

Madison County is an Equal Opportunity Employer