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| **NOTICE OF JOB OPENING** | |
| **Department Name:** | **Court Services: Probation Department** |
| **Position Title:** | **Probation Officer** |
| **Position Summary:** | **JOB DUTIES/AREAS OF RESPONSIBILITY:**   * Supervision of participants who are granted probation or referred to the Probation Department for presentence investigation. * Perform field visits with probationers in the community. * Complete presentence investigations and other reports as directed by the Court. * Maintain accurate records and complete data entry of all case contacts. * Make referrals to public and private agencies to meet the needs of the probationer. * Maintain contact with public and private agencies and other persons or institutions concerned with the treatment or welfare of probationers. * Conduct drug and alcohol screenings with probationers. * Administrative responsibilities: organizing, filing, and creating statistical reports. * Exhibit sound judgment, work well under pressure and meet established timelines and goals. * Develop good working relationships with local law enforcement, judges, and community resources. * Ability to think and work independently with minimal supervision. * Conduct DNA testing as required by law. * Attend continuing education workshops and training seminars as required. * Perform other related duties as assigned. |
| **Qualifications:** | * Bachelor's Degree from accredited college or university required; major in criminal justice, social work, or related field preferred. * Must not be less than twenty-one years of age and must be a U.S. citizen. * Experience and/or training as Community Corrections Officer or Probation Officer preferred. * Must have ability to work as member of a team. * Must have knowledge of philosophy, theories, practices in correctional field and related disciplines. * Must have excellent writing and communication skills. * Must have knowledge of available community resources with understanding and skill to use them. * Must have valid driver’s license. |
| **Salary:** | Salary is based on Indiana Probation Officer pay scale depending on years of service as certified Probation Officer. 2021 starting pay: $36,334. Pay raises only for years of experience as an Indiana Probation Officer. |
| **Posted:** | December 11, 2020 and Accepting applications until position is filled. |
| **Submit Resume, Cover Letter and References to:** | Ashley Stevens, Director Rush County Court Services  131 E 1st Street. Rushville, IN 46173  [astevens@rushcounty.in.gov](mailto:astevens@rushcounty.in.gov) |