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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.
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|  **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.
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|  **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 Services131 E 1st Street. Rushville, IN 46173astevens@rushcounty.in.gov |