JOB POSTING

NEWTON COUNTY PROBATION DEPARTMENT

**POSITION:** Adult/Juvenile Probation Officer

**WORK SCHEDULE:** Monday – Friday 8 a.m. to 4 p.m.; some weekends as necessary;

24 hour on-call for emergencies

**START DATE:** As soon after hire as possible

**SALARY:** Based on abilities and experience and as directed by the Judicial Conference of

Indiana's minimum requirements for probation officer salaries.

**QUALIFICATIONS:** A probation officer shall be at least twenty-one (21) years of age; be an American

citizen; possess a valid driver’s license and demonstrated safe driving record; have a baccalaureate degree from an accredited college or university; be a person of good moral character; be able to take and pass an examination for prospective probation officers prior to employment or within six months from the date that the person is first employed as a probation officer; and be able to attend an orientation program conducted by IOCS within one year from the date that the officer is employed.

**ESSENTIAL FUNCTIONS:** A successful candidate will be responsible for: meeting with, supervising

and monitoring adults and juveniles placed on probation by the Courts of Newton County, including reviewing terms of probation, providing written rules, and signing probation agreements with individuals placed on probation; conducting background investigations and reporting the status of assigned probationers to the Courts; supervising and monitoring probationers sentenced to house arrest or alcohol sensing by the Courts; conducting field visits and home searches for prohibited materials and/or substances; filing home detention revocations as needed for individuals under their supervision; maintaining accurate case files and records; assisting in the preparation of statistical and other reports; conducting presentence investigations; notifying the Courts of violations; appearing in court and providing testimony or recommendations; answering phones; general clerical duties; serving as a probation department representative on various task forces and committees, and other functions as set forth by the Judges of the Newton County Courts.

**ADDITIONAL REQUIREMENTS:** Applicants should possess strong communication and writing

skills, proficiency in general office machines and software, a professional demeanor, and the ability to work both individually and as part of a team.

**SUBMIT TO:** Resumes and references may be submitted in person or by mail to:

**Newton Superior Court**

**201 N. Third Street**

**P.O. Box 143**

**Kentland, IN 47951**