Adams County Probation Department

122 South Third Street

Decatur, IN 46733

(260) 724-5336

OFFICE HOURS:

Monday - Friday

8:00am – 4:30pm

Probation Officer position opening at Adams County Probation Department. Interested applicants must be twenty-one (21) years of age, be an American citizen, have a baccalaureate degree from an accredited college or university or be in the last semester of a baccalaureate degree program, shall be a person of good moral character, shall take and pass an examination within six months from the date that the person is first employed as a probation officer, attend an orientation program conducted by Indiana Office of Court Services within one (1) year from the date that the officer is employed, and be willing to complete a background check.

Duties include, but are not limited to:

1. Conduct prehearing and presentence investigations and prepare reports as required by law
2. Assist the courts, prosecuting attorneys, and other law enforcement officials in making decisions
3. Supervise and assist persons on probation consistent with conditions of probation imposed by the court
4. Bring to the court’s attention any modification in the conditions of probation considered advisable
5. Notify the court when a violation of a condition of probation occurs
6. Cooperate with public and private agencies and other persons concerned with the treatment or welfare of persons on probation and assist them in obtaining services from those agencies and persons
7. Keep accurate records of cases investigated and of all cases assigned to them by the court and make records available to the court upon request
8. Assist the court in transferring supervision of a person on probation to a court in another jurisdiction
9. Assists courts in making pretrial release decisions
10. Perform other duties required by law or as directed by the court

Applicants with experience are preferred. Send resumes to Adams County Probation Department, Attention Chief Probation Officer Jack Odle, at 122 South 3rd Street, Floor 2, Decatur, IN 46733. Resumes may be emailed as a PDF attachment to [jodle@co.adams.in.us](mailto:jodle@co.adams.in.us) with “Resume” in the Subject Line. Job posted until filled.