**NOTICE OF JOB OPENING**

Department MARTIN CIRCUIT COURT PROBATION DEPARTMENT

Position Chief Probation Officer

Job Summary  Responsible for organizing, planning and directing the work of the probation team. Actively support the Martin County Probation Department by attending collaborative and work group meetings and diligently work to achieve the mission, goals and objectives of the Department. Also responsible for supervision of adult and juvenile offenders who are granted probation or referred to the Probation Department for preliminary investigation.

Qualifications  \*Bachelor's Degree from accredited college or university required

\* Must be over 21 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 or philosophy, theories, practices in correctional field and related disciplines.

\* Must have ability to learn and utilize effective correctional practices such as motivational interviewing and Effective Practices in Community Supervision

\* Must have excellent written and verbal communication skills

\* Must have knowledge of available community resources with understanding and skill to use them

\* Must have valid driver's license, and must have and maintain reliable vehicle including appropriate level of vehicle insurance

JOB DUTIES*/*AREAS OF RESPONSIBILTY:

\* Oversee Probation Department Team

\* Supervision of the adult and juvenile offenders referred to probation programming consistent with the conditions imposed by the court

\* Performs field visits with offender in the community

\* Completes preliminary investigations and other reports as directed by the court

\* Maintains accurate records and complete data entry of all cases contacts

\* Makes referral to public and private agencies to meet the need of probationers

\* Maintains contact with agencies and other persons or institutions concerned with the treatment or welfare of probationers

\* Conduct drug and alcohol screenings with probationers

\* Testifies in court

Salary Based on Indiana Probation Officer Minimum Salary Schedule depending on years as certified Probation Officer. Pay raises only for years of experience as an Indiana Probation Officer

Submit Resume By email: [probation@martincounty.in.gov](mailto:probation@martincounty.in.gov)

By mail: Martin County Probation Department  PO Box 370 Shoals, IN 47581

Posted  July 19, 2021

Accepting applications until position is filled.