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**Marshall County Employment Opportunity**

**Department: Marshall County Probation**

**Position: Probation Officer/ Pre-trial**

**Job Category: Professional**

**Status: Grant Funded/Full-Time**

Primary Responsibilities: include assisting the Courts with Pre-Trial intake procedures of adult arrestees including performing intake processes and assessing eligibility for pre-trial services. Assist the Courts with conducting the pre-trial IRAS/PAT and other assessment tools. Screens candidates for pre-trial release, determining eligibility and completing appropriate IRAS/PAT for determining supervision and risk levels of offenders. Makes recommendations regarding release based on the IRAS/PAT and evidence based findings in reports to the Court. Monitors and updates pre-trial release caseload, maintaining proper records, completing statistical reports regarding data collection, report findings to the Court and State Agencies. May be required to supervise a caseload of low-level misdemeanor offenders prior to sentencing. May be asked to conduct Pre-sentence Investigation Reports periodically.

The position requires a Bachelor’s Degree in Criminal Justice or related field. The individual must be 21 years of age and have a valid driver’s license. The applicant must be eligible for Probation Officer Certification in Indiana and be of good moral character. Applicants must have good communication skills, **need to possess excellent organizational skills, and have the ability to work with confidential information in a professional and ethical manner.**

**Candidates should be familiar with Microsoft Windows, Word and Excel. The desired professional would have at least t**wo years’ experience. Familiarity with the Odyssey Court System and Incite is desired, but not mandatory. Rate of pay is based upon State Probation Officer Guidelines and/ or Grant Dollars Available.**A criminal background check and a pre-employment drug screen are required.** Applications can be located online at [www.co.marshall.in.us](http://www.co.marshall.in.us) or in the Marshall County Auditor’s Office.

**Interested candidates for this position need to submit their resume and application** by

**03-25-21**. Please forward all applications and resumes to:

**Marshall County Government**

**Human Resource Office**

**Marshall County Building, Room 300,**

**Plymouth, Indiana 46563.**

***Marshall County is an Equal Opportunity Employer***