POSITION: Full Time Juvenile Probation Officer-Field Division

DEPARTMENT: Madison County Unified Courts

JOB CATEGORY: PAT(Pro/Admin/Tech) FLSA STATUS: Non-Exempt

SALARY: Based upon approved Indiana Salary Schedule for Probation Officers

To perform this position successfully, applicants must be able to perform each essential duty satisfactorily.

The requirements listed in this document are representative of the knowledge skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform

the essential functions. Applicants should possess skills in the core competencies of Probation. This

includes but is not limited to:

* *Interpersonal Skills* such as effective communication, collaboration, adaptability, and ability to perform in potentially high stress situations and with diverse populations
* *Technical Skills* such as information and process management, knowledge of court systems, and experience in social work, criminal justice, or related field
* *Self-Management Skills* such as strong ethics, dependability, professionalism, and time management.

Incumbent serves as a Juvenile Probation Officer for the Madison County Unified Courts – Juvenile

Probation Department with major responsibility for the supervision of juvenile probationers and assisting

the court in the decision-making process.

**Position Minimum Qualifications:**

* Applicants shall be at least twenty-one (21) years of age; an American citizen; possess a valid driver’s license; be of good moral character; and be able to pass a background check and drug screen.
* Applicants shall have a bachelor’s degree from an accredited college or university with a preferred major in criminal justice, psychology, social work, sociology, or a related field.
* Applicants should have a practical understanding of human behavior and adolescent development and the ability to apply such knowledge in specific situations.
* Applicants shall have a Probation Officer certification and Indiana Youth Assessment System Certification (IYAS) or be able to obtain said certifications.
* Applicants shall be willing and able to conduct home and/or field visits of probationers as required and acquire self-defense knowledge and skills; be willing to collect urine and/or saliva samples for substance screening.

**Position Duties:**

* Assesses the risk and needs of youth and families; makes appropriate recommendations to the court and other agencies and assists in referring to the appropriate services.
* Conducts preliminary inquiries and pre-dispositional interviews, preparing written reports as required by law.
* Develops case plans and utilizes Effective Practices in Community Supervision (EPICS).
* Supervises and assists juvenile probationers consistent with court-imposed probation conditions.
* Maintains accurate records and complete documentation of all assigned cases and furnishes records and reports to the court as required or requested.
* Files Petitions and Motions in accordance with departmental policy and provides testimony in court for delinquency proceedings.
* Participates in on going professional development including a minimum of twelve (12) training hours per year with a minimum of six (6) hours in evidence-based practices.
* Gathers information and makes detention and alternative to detention decisions for youth taken into custody by law enforcement.
* Performs other related duties as assigned and in accordance with Indiana Probation Standards and departmental policy and procedure

**WORK SCHEDULE:** Typically, Monday through Friday with some afternoon and evening hours; the

applicant must be willing to be flexible to accommodate court and probationer/family needs. Applicant

must also be willing to be “on call” on a rotating basis and participate in special projects that may take

place in the evening or on weekends.

Interested person should apply by submitting an application, a signed cover letter, a resume and at least three, non-relative, professional references to the following:

Madison County Juvenile Probation Department

3420 Mounds Road, Anderson, IN 46017-1873

Attention: Chief Probation Officer, Traci Lane

Email: [tlane@madisoncounty.in.gov](mailto:tlane@madisoncounty.in.gov) Subject: Notice of Open Position