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| **NOTICE OF JOB OPENING** | |
| **Department:** | **MONROE CIRCUIT COURT PROBATION DEPARTMENT** |
| **Position Title:** | **PROBATION OFFICER ASSISTANT**  PART TIME POSITION – 15-20 hours per week (flexible schedule, ability to schedule work hours around college class schedule) |
| **Position Summary:** | * Responsible for completing various community supervision duties within the scope of Probation and Community Corrections. * Duties include:   + Assisting probation officers, conducting daily check-ins with clients, performing portable breath-alcohol tests with clients, meeting with clients, performing clerical duties, and other tasks as assigned.   + Working with support staff to perform general clerical duties, answering and routing switchboard calls, and greeting office visitors.   + Conducting observed drug/alcohol testing of persons of the same gender. |
| **Qualifications:** | * High School Diploma or equivalent required. * Completion of at least one year of college preferred. * Computer experience preferred (Microsoft Office). * Must be able to work well with public. * Must have ability to organize several duties and meet deadlines. * Must have good time management skills. * Must be able to work in a team environment, |
| **Salary:** | **2021:** Starting $14.00/hour; after 1 year $15.50/hour; after 2 years $17.00/hour   * Approved for criminal justice internship (students enrolled in college criminal justice internship classes may receive class credit for work performed in this job). |
| **Deadline for Application:** | Resumes accepted until all positions are filled. Posted September 15, 2021. |
| **Submit Resume,**  **Cover Letter and**  **Minimum Three (3) References to:** | Linda Brady, Chief Probation Officer  Monroe Circuit Court Probation Department  214 West 7th Street, Suite 200  Bloomington, IN 47404  [lbrady@co.monroe.in.us](mailto:lbrady@co.monroe.in.us)  **Email submission of required documents encouraged**. |
| **For Additional Information:** | See Probation Department website including Annual Reports  [**www.co.monroe.in.us/probation**](http://www.co.monroe.in.us/probation) |

**Department Hours: Monday, Tuesday, Wednesday, and Thursday 8:00 a.m. to 5:00 p.m.**

**Friday 8:00 a.m. to 4:00 p.m.**

**Community Corrections Hours: Monday – Thursday 7:00 a.m. to 7:00 p.m.**

**Friday 7:00 a.m. to 4:00 p.m.**

**Monroe County is an Equal Opportunity Employer**

**Federal Identification Number – 35-1732462**