****

|  |
| --- |
| **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 Department214 West 7th Street, Suite 200Bloomington, IN 47404lbrady@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**