

Adult Probation Officer Job Opening

County: Fountain – Covington, IN

Responsibilities: Serves as an Adult Probation Officer, responsible for conducting investigations with clients, testifying and making recommendations to the Court, conducting assessments, utilizing evidenced-based strategies to promote behavioral change and supervising clients for enforcement of Court Orders and conditions of community supervision. Utilizes and administers the Indiana Risk Assessment System. Administers urinalysis, oral fluid and hair testing. Maintains appropriate communication with clients, legal representatives, treatment providers and other service agencies. Reviews documents pertaining to legal and social history of clients. Conducts field visits in compliance with the Indiana Office of Court Services contact standards. Adheres to all policies and procedures of the Fountain Circuit Court. Serves in any other assignments as requested, required and/or directed by the Chief Probation Officer, including duties listed in IC 11-13-1-3. Must adhere to the departments overall team philosophy and work environment.

35-hour work week

*Occasional overnight travel for training.

Qualifications:

- Bachelor's Degree from accredited college or university **REQUIRED**; major in criminal justice, social work or related field preferred.
- Must not be less than 21 years of age and must be a U.S. Citizen
- Experience and/or training as Community Corrections Officer or Indiana Certified Probation Officer preferred
- Must pass the Indiana Probation Officer Certification Exam within 6 months of hire date
- Must believe that people are capable of behavior change
- Must have the ability to work as a team member
- Must have the ability to learn and utilize Evidence Based 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.
- Must have a valid driver's license (must have reliable vehicle including appropriate level of vehicle insurance)

Salary:

Salary is based on the Indiana Minimum Salary Schedule for Probation Officers depending on years of service as certified Probation Officer. 2023 starting pay with zero experience: \$38,107.00. This position is funded in conjunction with the Indiana Department of Correction.

TO APPLY, Submit Resume, Cover Letter and Minimum of 3 References to:

Lindsey Winger, Chief Probation Officer
Fountain County Probation Department
301 4th St.
Covington, IN 47932
probation@fountainco.net

