



EST 1864

City of Greenwood – Probation Officer

Job Title:	Probation Officer	Job Category:	Non-Exempt
Department/Group:	Probation	Job Code:	
Location:	Greenwood Justice Center 186 Surina Way Greenwood, IN 46143	Travel Required:	No
Level/Salary Range:	Based upon the Indiana Probation Officer salary schedule and experience	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Supervisor:	Chief Probation Officer
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 So Madison Ave Greenwood, IN 46142		
Job Purpose:	Responsible for supervising and assisting probationers while maintaining compliance with ethics, code of conduct and client confidentiality.		

Duties and Responsibilities:

- Supervises, meets and monitors assigned probationers, including reviewing, providing written rules and signing probation agreement with clients, and visiting at home and work sites. Ensures probationers pay required fees, such as fines, court costs, restitution and child support.
- Maintains current, accurate case files, including classifying offenders according to risk, recording probationer's character, attitude, behavior and compliance with probation conditions, and preparing and processing various documents. Assists in preparing statistical and other reports as required.
- Notifies court of probation violations, attends hearings, and testifies/makes recommendations in court proceedings and/or other officials as required.
- Cooperates with public/private community service agencies and individuals in assisting probationers in obtaining treatment and/or services as needed while maintaining compliance with 42CFR Part 2.
- Transfers supervision of offenders to other jurisdictions as requested, and supervises offenders transferred from other jurisdictions as assigned.
- Periodically assists in answering phone, providing information, taking messages or directing caller to appropriate department or individual.
- Maintains current knowledge of applicable local, state, and federal rules/regulations, new developments, technology and trends in the field of probation by reading professional publications and periodically attending seminars and conferences.
- Serves as court representative on various task forces, committees, and/or teams as assigned and/or requested. Periodically prepares and makes public speaking presentations to community groups as assigned.
- Serves on 24-hour call, responding to emergencies as needed
- Performs related duties as assigned



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Job Requirements:

- **Education:** Bachelor Degree or higher and ability to successfully pass written exam and successfully complete specified orientation as required for certification as Probation Officer by Indiana Judicial Center
- **Experience:** No previous work experience required.
- **Skills and Abilities:** Working knowledge of and ability to make practical application of local, state and federal regulations; knowledge of standard policies and procedures of criminal code, ability to effectively supervise, direct and monitor assigned probationers to ensure proper completion of probation requirements; working knowledge of and ability to make appropriate referrals of probationers to treatment programs and services; ability to provide testimony in legal proceedings; ability to properly operate a computer, maintain accurate and organized files, and prepare detailed reports as required; ability to maintain confidentiality of records and information as required; must show independent judgment in adapting to individual cases and situations; ability to work alone and with others in a team environment with minimum supervision, and work on several tasks at the same time often under deadlines; ability to occasionally work weekend, evening and/or extended hours; ability to occasionally travel out of town for training, sometimes overnight; and must possess a valid driver's license and demonstrate a safe driving record.
- **Physical:** Must be able to sit for long period of time/stand and be able to lift up to 25 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.
The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: