

September 15, 2022

Huntington County

*Stefanie Rogers Human Resources Director*

*201 N Jefferson St. Huntington, In 46750 260-355-2329 W*

*260-358-4823 F*

**Huntington County Drug Court has an Opening for a Full Time Drug Court Probation Officer**

A successful candidate will be responsible for providing direct contact supervision to adult individuals ordered to community supervision by Huntington County Drug Court. Candidate will primarily be responsible for supervising a specialized caseload of current and post Drug Court clients. Candidate will also be responsible for interviewing potential participants, direct supervision, performing field visits, preparing various Court reports, conducting risk assessments, attending and testifying in Court, maintaining accurate records, and the collection of urine and saliva drug screens.

A successful candidate will be at least twenty-one years of age, of good moral character and will hold a minimum of a Baccalaureate Degree from an accredited college in criminal justice or a similar and/or related field. Must be able to take and pass an examination within six (6) months of hire date. Must have excellent oral and written communication skills and the ability to efficiently process information and utilize problem-solving skills along with time management skills. A successful candidate must have the ability to manage a large scale caseload and meet deadlines, as well as work with a diverse group of people. Candidate must be knowledgeable and have working experience of Microsoft Office, Excel, Word and Outlook.

Salary is paid according to the Salary Schedule for Probation Officers by the State of Indiana. Business hours are Monday-Friday, 8am-4:30 pm, candidate must be flexible to work hours outside of business hours along with being on call.

To apply, candidate must submit a Cover Letter and Resume to Chief Probation Officer Heather Malone, 201 N. Jefferson St. Room 209 Huntington, IN 46750 or [heather.malone@huntington.in.us](mailto:heather.malone@huntington.in.us) along with an application for employment for Huntington County which can be obtained from the Huntington County HR Department located at 201 N. Jefferson St. Room 103A Huntington, IN 46750.