

JOB POSTING

NEWTON COUNTY PROBATION DEPARTMENT

POSITION: Juvenile Probation Officer

WORK SCHEDULE: Monday – Friday 8 a.m. to 4 p.m.; some weekends as necessary;
24 hour on-call for emergencies

START DATE: 12/01/2022

SALARY: Salary Scale as set by Indiana Office of Court Services

QUALIFICATIONS: A probation officer shall be at least twenty-one (21) years of age; be an American citizen; possess a valid driver's license and demonstrate a safe driving record; have a baccalaureate degree from an accredited college or university; be a person of good moral character; be able to take and pass an examination for prospective probation officers within six months of employment along with passing the Indiana Youth Risk Assessment exam; and be able to attend an orientation program conducted by IOCS within one year from the date that the officer is employed.

ESSENTIAL FUNCTIONS: A successful candidate will be responsible for: meeting with, supervising and monitoring juveniles placed on probation by the Courts of Newton County, including reviewing terms of probation, providing written rules, and signing probation agreements with individuals placed on probation; conducting background investigations and reporting the status of assigned probationers to the Courts; conducting field visits and visiting juveniles in placement per State guidelines; maintaining accurate case files and records including classifying juveniles according to risk; assisting in the preparation of statistical and other reports; conducting/submitting preliminary inquiries and pre-dispositional reports to the Courts; notifying the Courts of violations; appearing in court and providing testimony or recommendations; answering phones; general clerical duties; maintaining collaboration among families, schools, counselors, attorneys, etc; serving as a probation department representative on various task forces and committees (CPT, NCCC, JRAC, Project Attend, Youth Summit, School Safety), and other functions as set forth by the Judges of the Newton County Courts.

ADDITIONAL REQUIREMENTS: Applicants should possess strong communication and writing skills, outstanding organizational skills, proficiency in general office machines and software including Odyssey and SRS case management, a professional demeanor, and the ability to respect and maintain confidentiality and work both individually and as part of a team.

SUBMIT TO: Resumes and references may be submitted in person or by mail to:

**Newton Circuit Court
201 N. Third Street
P.O. Box 101
Kentland, IN 47951**