

**NOTICE OF OPENING POSITION**  
**KNOX COUNTY PROBATION DEPARTMENT**

**Position:** Adult Probation Officer  
**Department:** Knox County Probation Department  
**Posted:** October 30, 2023

**Job Description:**

- Responsible for the supervision of individuals placed on probation, home detention, or referred by the Court consistent with the conditions imposed by the Court.
- Direct supervision of individuals, including performing field visits and conducting alcohol and drug screens.
- Working collaboratively and attending meetings with outside agencies regarding progress of individuals.
- Make referrals to other agencies for the treatment and needs of the individuals.
- Maintain accurate records and input information into State system.
- Complete assessments as required by the State of Indiana.
- Testify in Court.
- Requires on call responsibilities.

**Qualifications:**

- Bachelor's Degree from an accredited college or university in criminal justice, social work, or related field.
- Must be at least 21 years of age.
- Must be a U.S. citizen.
- Must have a valid driver's license.
- Must be of good moral character.
- Must be able to take and pass the Probation Officer Exam within six months.
- Must possess excellent writing and communication skills.
- Must have knowledge of community resources.
- Must possess the ability to effectively resolve emergency/crisis situations and take appropriate action as required.
- Must have the ability to work alone with minimum supervision and with others in a team environment.
- Must have the ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace and personal conduct.

**Submit Resume To:** James Rees, Chief Probation Officer  
Knox County Probation Department  
147 N. 8th Street, Vincennes, IN 47591  
jrr@knoxcounty.in.gov