

Knox County Probation Department

Notice of Job Opening

Department Name:	Knox County Probation Department
Position:	Juvenile Probation Officer
Description:	<p>Responsible for supervision of juveniles placed on probation or referred to Probation for preliminary investigation. Job requires on call responsibilities.</p> <ul style="list-style-type: none"> • Supervision of juveniles consistent with the conditions imposed by the Court • Performs field visits with juveniles in the community setting (home, school, work) • Complete preliminary inquiry investigations • Conduct drug and alcohol screenings on probationers • Attend meetings with the schools and outside agencies, regarding progress of probationers • Work collaboratively with the schools and outside agencies • Make referrals to other agencies for the treatment and needs of the probationer and their family • Maintain accurate records and input information into State system • Testify in court • Complete assessments required by the State of Indiana • Gather information for securing placements at treatment facilities • Visit juveniles who have been placed in out of home placements
Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree from an accredited college or university; Major in Criminal Justice, Social Work or related field preferred • Must not be less than twenty-one (21) years of age • Must be a U.S. citizen • Must have experience working with youth and families • Must have the ability to work as part of a team • Must possess excellent writing and communication skills • Must have knowledge of community resources • 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 6 months
Submit Resume:	James Rees, Chief Probation Officer Knox County Probation Department 147 N. 8 th Street, Vincennes, IN. 47591
Posted:	October 30, 2023

Probation Department Hours: Monday through Friday 8:00 a.m. to 4:00 p.m.