

MORGAN COUNTY COURT SERVICES

FROM: BRIAN FOLEY, CHIEF PROBATION OFFICER

SUBJECT: JOB ANNOUNCEMENT

DATE: 6/9/2023

MORGAN COUNTY COURT SERVICES IS SEEKING APPLICANTS FOR THE POSITION OF:

PROBATION OFFICER - ADULT

STATUS: FULL TIME; APPROXIMATE STARTING DATE 9/5/2023

SALARY: JUDICIAL CONFERENCE OF INDIANA SALARY SCHEDULE

THE PURPOSE OF THIS POSITION IS TO SUPERVISE A CASELOAD OF CLIENTS PLACED ON PROBATION SUPERVISION AND TO PREPARE REPORTS FOR THE COURT. THE PROBATION OFFICER IS REQUIRED TO PROVIDE EVIDENCE BASED CASE MANAGEMENT AND COMPLETE OTHER DUTIES AS ASSIGNED AND DIRECTED.

QUALIFICATIONS: MUST BE A STATE OF INDIANA CERTIFIED PROBATION OFFICER OR MEET THE REQUIREMENTS FOR CERTIFICATION. MUST POSSESS/OBTAIN IRAS CERTIFICATION, REQUIRED TO POSSESS/OBTAIN COURT DRUG AND ALCOHOL SPECIALIST CERTIFICATION (CSAMS), OUTSTANDING ORGANIZATION SKILLS, HIGH CHARACTER STANDARD, APTITUDE FOR DETAIL WORK, EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS, COMPUTER/SOFTWARE KNOWLEDGE, AND A VALID STATE OF INDIANA DRIVER'S LICENSE. TRAINING IN EVIDENCE BASED PRACTICES AND EXPERIENCE IN CASE MANAGEMENT PREFERRED. MORGAN COUNTY OR ADJACENT COUNTY RESIDENCY IS REQUIRED.

SEE JOB DESCRIPTION FOR MORE DETAILS.

EMAIL LETTER OF INTEREST AND RESUME TO:

mbeauchamp@morgancounty.in.gov

MIRANDA BEAUCHAMP, ASSISTANT CHIEF PROBATION OFFICER

DEADLINE: 6/30/2023 OR UNTIL POSITION IS FILLED

**POSITION DESCRIPTION
COUNTY OF MORGAN, INDIANA**

POSITION: Adult Services Probation Officer
DEPARTMENT: Court Services
WORK SCHEDULE: As assigned
JOB CATEGORY: SO (Special Occupations)

DATE WRITTEN: September 2019

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Morgan County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Adult Services Probation Officer for Morgan County Court Services Department, responsible for supervising caseload of probationers, attending and testifying at Court procedures, and preparing documentation.

DUTIES:

Uses Evidence Based Practices and implements the 8 principles of effective interventions.

Evaluates probationer through risk and needs assessments and other evidence-based supplement assessments, making appropriate referrals to the Court, probation programs, and outside organizations regarding sanctions and incentives, education, literacy, vocational, mental health, substance abuse, employment, and community services. Monitors probationer's progress. Corresponds with victims as necessary.

Supervises, assists, and counsels probationers, as ordered by the Courts, ensuring compliance with all conditions of Court Orders. Contacts probationers by mail, phone, or in person, as ordered by the Court or determined by assessment. Conducts home visits, as needed.

Conducts investigations, interviews, and assessments. Prepares and maintains Court documents and records, including Inter/Intra State Transfer forms, quarterly and annual statistics, Presentence/Predisposition reports, recommendations, case updates, probation violations, graduated sanctions, modifications, and ongoing recommendations. Conducts processing and forwarding of HIV testing when ordered by the court.

Conducts substance abuse evaluations, utilizing drug analysis tools and instruments, including but not limited to MAST test, SASSI, Youth Diagnostic, breath analyzer, drug screens, Indiana Risk Assessment System (IRAS), or Indiana Youth Assessment System (IYAS).

Collects drug screen samples and forwards to laboratory for analysis. Reviews urinalysis results to monitor substance abuse patterns.

Administers breath analyzer tests.

Utilizes cognitive based materials in client supervision; facilitates cognitive based programs as assigned by Director.

Collects payments for restitution, fines, fees, and costs, reviewing client's payment history from computer data.

Maintains accurate computer data of record of contacts with the probationer, Court, parents, family members, victims, mental health agencies, schools, hospitals, and/or employers.

Attends Court hearings and presents testimony in Court, as needed.

Performs other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelor's degree in criminal justice with at least 6 months of criminal justice experience, or any equivalent combination of education and experience.

Ability to obtain State certification as Probation Officer and completion of certification requirements, including Court Substance Abuse Management Specialist (CSAMS), Indiana Risk Assessment System (IRAS), and Indiana Youth Assessment System (IYAS).

Working knowledge of community geography and ability to read/interpret detailed prints, layouts, and maps.

Working knowledge of universal health precautions and ability to apply such knowledge in the field to protect oneself from infection.

Working knowledge of and ability to make practical application of computer system data reports, Court records, school records, police reports, progress reports, conditions of probation, case files, receipts, lab reports, and correspondence.

Working knowledge of and ability to make practical application of Probation Standards, Alcohol and Drug Court rules, computer manuals, Indiana Criminal Code, community resource book, Community Corrections policy and procedure manual, Effective Communication and Motivation Skills (ECMS), Motivational Interviewing (MI), and EPICS.

Working knowledge of and ability to use and properly maintain assigned department equipment, such as typewriter, calculator, computer, printer, fax machine, drug analysis instruments and tools, and breath analyzer.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare/complete required reports within department deadlines.

Ability to use and interpret legal, computer, and counseling terminology and language.

Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted procedures.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and others.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

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.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, probationers, treatment professionals, Judges, attorneys, law enforcement agencies, schools, media, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to perform arithmetic calculations quickly and accurately.

Ability to compare or observe similarities and differences between data, analyze, evaluate, observe, diagnose, and investigate suspicious behavior and objects, and coordinate, place, and make decisions based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and/or locations and plan/layout assigned work projects.

Ability to testify in legal proceedings/court as necessary.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties with work priorities and schedules primarily determined by a formal schedule and flexible, customary routine. Assignments and objectives are set jointly by supervisor and incumbent. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor. Errors are primarily detected through supervisory review and notification from other departments/agencies/public. Work errors could result in work delays, inconvenience to other agencies/public, endangerment to self or others, and/or damage to equipment.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, probationers, treatment professionals, Judges, attorneys, law enforcement agencies, schools, media, and the public for the purposes of rendering services, presenting subject matter, and exchanging ideas.

Incumbent reports directly to Director of Court Services/Chief Probation Officer, Assistant Chief Probation Officer and/or ADAPT Coordinator.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office, jail/confinement center, and outdoors, including sitting/walking at will, standing/walking for long periods, driving, working in extreme hot/cold temperatures, running up/down flights of stairs, running fast for long periods, jumping up/down, crawling/climbing, working with or near fumes, odors, dust, and/or dirt, working in a noisy environment, working in confined areas, lifting/carrying objects weighing under 50 pounds, pushing/pulling objects, bending/reaching, crouching/kneeling, color/depth perception, close/far vision, keyboarding, hearing sounds/communication, and speaking clearly. Incumbent may be exposed to potentially irate/hostile persons.