



NOTICE OF JOB OPENING

Department:	MONROE CIRCUIT COURT PROBATION DEPARTMENT																			
Position Title:	Adult Probation Officer																			
Position Summary:	<p>Serves as Probation Officer responsible for conducting investigations and assessments, making recommendations to the courts, utilizing evidenced-based strategies to promote behavioral change, and supervising clients for enforcement of conditions of supervision.</p> <p>Work week is 35 hours. Flexible schedule. Work culture supports work/life balance.</p> <p><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> • Attains professional status with the Court Alcohol and Drug Program, performing all duties as required by the Rules for Court-administered Alcohol & Drug Programs. • Develops individualized case plans according to risk/need assessment. • Addresses behavior change targets using effective strategies. • Identifies clients' social services needs and makes referrals to rehabilitative programs. 																			
Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree from accredited college or university <u>required</u> (any major). • Must not be less than 21 years of age and must be a U.S. citizen. • Prefer experience/training in probation, community corrections, criminal justice, criminology, social work, psychology, sociology, and/or case management. • Must believe that people are capable of positive behavior change. • Must have ability to work as member of a team. • Must have ability to learn and utilize effective correctional practices such as Motivational Interviewing and Effective Practices in Community Supervision (EPICS). • Must have excellent written and verbal communication skills. • Must have valid driver's license. • Must submit to criminal records check. If chosen as a finalist for this position, must submit to pre-employment drug test. 																			
Salary:	<p align="center">2024 PO Pay</p> <p align="center">Above State Minimum Salary Schedule</p> <table border="1"> <thead> <tr> <th>Years PO Experience</th> <th>Annual Salary</th> </tr> </thead> <tbody> <tr><td>0</td><td>\$43,407</td></tr> <tr><td>1</td><td>\$45,227</td></tr> <tr><td>2</td><td>\$50,323</td></tr> <tr><td>3</td><td>\$56,238</td></tr> <tr><td>4-9</td><td>\$58,058</td></tr> <tr><td>10-14</td><td>\$63,864</td></tr> <tr><td>15-19</td><td>\$70,252</td></tr> <tr><td>20+</td><td>\$77,278</td></tr> </tbody> </table>	Years PO Experience	Annual Salary	0	\$43,407	1	\$45,227	2	\$50,323	3	\$56,238	4-9	\$58,058	10-14	\$63,864	15-19	\$70,252	20+	\$77,278	<p align="center">Additional Compensation</p> <p align="center">Above State Minimums</p> <ul style="list-style-type: none"> ➤ County pays employee 3% PERF contribution. ➤ County-operated health clinic for employees and dependents enrolled in County health plan. Office visits and some medications at no cost to employees. ➤ \$150 incentive for annual physical.
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Posted:	Posted February 19, 2024. Accepting resumes until positions are filled.																			
Submit Resume, Cover Letter and Min. 6 References to:	Linda Brady, Chief Probation Officer Monroe Circuit Court Probation Department 214 West 7 th Street, Suite 200 Bloomington, Indiana 47404 probation@co.monroe.in.us																			