



NOTICE OF JOB OPENING

Department:	Monroe Circuit Court Probation Department														
Position Title:	Field Officer														
Position Summary/Job Duties & Areas of Responsibility:	<p>Serves as Field Officer for the Probation Department. Work week is 35 hours. Flexible schedule. Work culture supports work/life balance.</p> <p>JOB DUTIES/AREAS OF RESPONSIBILITY:</p> <ul style="list-style-type: none"> • Job requires flexible, non-traditional work schedule including evenings and weekends. • Will be "on call" via cell phone to respond to after-hours program violations. • Serves as a field officer for supervision of individuals who are court-ordered to Home Detention, Electronic Monitoring, Day Reporting, and/or Problem Solving Court programs. • Work performed primarily in the field (i.e., at homes/school/workplaces of program participants). 														
Qualifications:	<ul style="list-style-type: none"> • High School Diploma or equivalent required. • Must not be less than 21 years of age. • Must have valid driver's license. • Must believe that people are capable of positive behavior change. • Prefer experience/training in probation, community corrections, criminal justice, criminology, psychology, sociology, social work, correctional facilities, secure detention, security services, and/or law enforcement. • Ability to work as member of a team. • Ability to work evening and weekend hours. • Must have excellent written and verbal communication skills, with ability to effectively communicate with program participants, their families/house-mates, and the public. • Must have working knowledge of the Microsoft Office Suite (Word, Excel, Outlook) with ability to learn other computer programs. • Must submit to criminal records check. If chosen as a finalist of this position, must submit to pre-employment drug test. 														
Salary	<p>Based on full time 35 hour work week. (CIV POLE B)</p> <table> <tr> <td>2024 Entry (no Monroe County Government work experience)</td> <td>\$40,623 (\$22.32/hour)</td> </tr> <tr> <td>After 1 year Monroe County Government experience</td> <td>\$42,880 (\$23.56/hour)</td> </tr> <tr> <td>After 3 years Monroe County Government experience</td> <td>\$45,136 (\$24.80/hour)</td> </tr> <tr> <td>After 8 years Monroe County Government experience</td> <td>\$46,956 (\$25.80/hour)</td> </tr> <tr> <td>After 14 years Monroe County Government experience</td> <td>\$48,758 (\$26.79/hour)</td> </tr> <tr> <td>After 20 years Monroe County Government experience</td> <td>\$50,105 (\$27.53/hour)</td> </tr> <tr> <td>After 25 years Monroe County Government experience</td> <td>\$51,470 (\$28.28/hour)</td> </tr> </table> <p>Full time position with Monroe County Government fringe benefits.</p> <ul style="list-style-type: none"> ➤ County pays employee 3% PERF contribution. ➤ County 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. 	2024 Entry (no Monroe County Government work experience)	\$40,623 (\$22.32/hour)	After 1 year Monroe County Government experience	\$42,880 (\$23.56/hour)	After 3 years Monroe County Government experience	\$45,136 (\$24.80/hour)	After 8 years Monroe County Government experience	\$46,956 (\$25.80/hour)	After 14 years Monroe County Government experience	\$48,758 (\$26.79/hour)	After 20 years Monroe County Government experience	\$50,105 (\$27.53/hour)	After 25 years Monroe County Government experience	\$51,470 (\$28.28/hour)
2024 Entry (no Monroe County Government work experience)	\$40,623 (\$22.32/hour)														
After 1 year Monroe County Government experience	\$42,880 (\$23.56/hour)														
After 3 years Monroe County Government experience	\$45,136 (\$24.80/hour)														
After 8 years Monroe County Government experience	\$46,956 (\$25.80/hour)														
After 14 years Monroe County Government experience	\$48,758 (\$26.79/hour)														
After 20 years Monroe County Government experience	\$50,105 (\$27.53/hour)														
After 25 years Monroe County Government experience	\$51,470 (\$28.28/hour)														
Posted:	Applications taken until positions filled. POSTED: January 2, 2024														
Submit Resume, Cover Letter & Min. 6 References to:	Linda Brady, Chief Probation Officer Probation Department, 214 West 7 th Street, Suite 200, Bloomington, Indiana 47404 probation@co.monroe.in.us														