

BARTHOLOMEW COUNTY COURT SERVICES

555 First Street
Columbus, IN 47201
(812) 379-1640
FAX # (812) 373-2075

September 5, 2025

POSITION AVAILABLE

Director of Community Corrections

Please submit letter of interest and resume to:

Bartholomew County Court Services
Attention: Bradford L. Barnes, Director
555 First Street
Columbus, Indiana 47201
bbarnes@bartholomew.in.gov

Minimum Requirements:

- 1) Certified Probation Officer or certifiable.
- 2) Bachelors Degree.
- 3) Experience in criminal justice administration preferred.
- 4) Must possess strong leadership ability and good communication skills.
- 5) Must possess a legal Indiana Driver's License.
- 6) Must reside in Bartholomew County or be willing to relocate. Waiver may be granted.
- 8) Salary range- Based on years of experience and level of education.

Closing Date: November 26, 2025 5:00 p.m.

POSITION DESCRIPTION
COUNTY OF BARTHOLOMEW, INDIANA

POSITION: Director of Community Corrections
DEPARTMENT: Community Corrections
JOB CATEGORY: SO (Special Occupations)
WORK SCHEDULE: As Assigned

DATE WRITTEN: June 1992 STATUS: Full-time
DATE REVISED: July 2000, May 2015 FLSA STATUS: Exempt
 May 2019

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in the document are representative of the knowledge, skill, and/or ability required. Bartholomew 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 Director of the Bartholomew County Community Corrections, responsible for overseeing and managing the day-to-day operations of the department.

DUTIES:

Oversees department operations, including communicating and administering personnel programs and policies, periodically analyzing workload, reviewing position documentation, interviewing candidates and making hiring decisions, determining significant changes in responsibilities, and reviewing salaries and recommending personnel actions, such as promotion, transfer, or demotion.

Supervises assigned personnel, including providing orientation and training, planning, delegating, controlling and monitoring work assignments, establishing specific work goals, evaluating job performances, and maintaining discipline and recommending corrective actions as warranted. Keeps supervisor and assigned staff informed of organizational developments.

Assists all personnel in performance of duties by providing oversight and responses to questions concerning specific duties and tasks, conducting regular staff meetings and consulting with staff on specific cases.

Coordinates various programs of the department, ensuring duplication is minimal and communication among all personnel is maintained, including proper payments of all fees by participants and total compliance with all rules, regulations and court orders.

Answers telephone and responds to questions and inquiries and/or routes caller appropriate person or department.

Enters participant information and other records into computer files and maintains and updates files, as needed.

Periodically performs duties of other office personnel, including operating motor vehicle to visit probationers.

Attends training seminars, annual State Probation Officer Conference and other professional developmental workshops, training and education as required or needed to maintain certifications. Remains current on new developments.

Advises other law enforcement officials on specific individuals and cases.

Prepares and presents fiscal and calendar year department budgets.

Prepares and submits monthly, quarterly, annual and various other department reports.

Provides testimony in legal proceeding/court as required.

Serves on a 24-hours call for emergencies.

Performs related duties, as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in criminal justice, public administration, or related field required, experience in local criminal justice administration preferred.

Must be at least 21 years of age.

Possession of or ability to obtain and maintain required certification and training, such as CPR/First Aid and AED certification.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Working knowledge of the criminal justice system and the various statutory and administrative regulations concerning community corrections.

Working knowledge of budget administration and ability to prepare and present fiscal and calendar year department budgets.

Working knowledge of departmental computer operations, electronic house arrest equipment and all related software.

Working knowledge of current training programs and the ability to develop and direct training of department personnel.

Knowledge of standard English grammar, spelling and punctuation and the ability to prepare and submit monthly, quarterly, annual and various other department reports.

Knowledge of basic filing systems and the ability to create and maintain accurate and complete department files and records.

Ability to oversee department operations, including communicating and administering personnel programs and policies, periodically analyzing workload, reviewing position documentation, interviewing candidates and making hiring decisions, determining significant changes in responsibilities, and reviewing salaries and recommending personnel actions, such as promotion, transfer, or demotion.

Ability to supervise assigned personnel, including providing orientation and training, planning, delegating, controlling and monitoring work assignments, establishing specific work goals, evaluating job performances, and maintaining discipline and recommending corrective actions, as warranted.

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 effectively communicate orally and in writing with co-workers, other county, state and federal departments, various judges, law enforcement, County Council, County Commissioners, Indiana Department of Correction, Indiana Criminal/Justice Institute, Indiana Office of Court Services, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses.

Ability to properly operate standard office and department equipment, including computer, camera, radio, calculator, fingerprint equipment, tear gas/mace, and handcuffs.

Ability to satisfactorily perform the essential duties of the position without posing a direct threat to self or others.

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, occasionally under time pressure.

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

Ability to occasionally read and interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to testify in legal proceedings/court, as required.

Ability to occasionally work extended, irregular, weekend, and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent exercises independent judgement within broad guidelines to assure departmental goals and objectives are attained.

III. RESPONSIBILITY:

Incumbent uses a wide variety of rules, regulations precedents to apply to specific cases and situations. Objectives of incumbent's work are generally known, and highly unusual and/or sensitive issues such as liability concerns, and publicized and/or controversial situations are discussed with Supervisor and/or the

court, as needed. Work is reviewed for both compliance and applicable laws and guidelines, and appropriate supervision or direction of assigned operations. It is essential to be regularly at the worksite during regular business hours. In addition, the incumbent should be available to staff and clients during these regular business hours for discussions and interaction. Presence at the worksite allows for impromptu meetings which can be difficult to schedule, allows for team interactions, and encourages dialogue on difficult matters.

IV. PERSONAL WORKING RELATIONSHIPS:

Incumbent works with a wide variety of individuals including other department employees, officials from other local, state, and federal agencies, program participants and their relatives, and members of the general public for a wide range of purposes, including maintaining program coordination and assuring successful attainment of department goals.

Incumbent reports to the Director of Court Services.

V. PHYSICAL EFFORT AND WORKING ENVIRONMENT:

Incumbent performs duties in a standard office environment and/or work release center, involving sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, pushing/pulling objects, reaching, keyboarding, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication. Incumbent has periodic contact with emotionally distraught, chemically dependent individuals and potentially dangerous and/or violent probationers and have the physical and mental ability to react to emergency situations with probationers if the probationer should attempt to attack the employee or others in the employee's presence. Safety precautions must be followed at all times to prevent injury to self or others.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Director of the Bartholomew County Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes _____ No _____

Applicant/Employee Signature

Date

Print/Type Name