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# **HOWARD COUNTY GOVERNMENT**

## Job Posting

Complete an application online at

https://www.in.gov/counties/howard/home/careers/

**Howard County Government is an Equal Opportunity Employer**

**Chief probation officer/director of community corrections**

POSITION: Chief Probation Officer/Director of Community Corrections STATUS: Full Time

DEPARTMENT: Circuit Court FSLA STATUS: Exempt

WORK SCHEDULE: M-F, 8A-4P, after hours as needed

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**DUTIES:**

Administer and supervise the offices of adult and juvenile supervision as well as all clerical staff in those offices.

Caseload supervision may be required.

Implement the directives of the Howard County Courts and Community Corrections Advisory Board.

Write and manage grants as necessary to assist with the administration of the probation department and community supervision.

Prepare, present, and monitor the annual budget for probation and community corrections.

Prepare and submit all statistical data required by the governing agencies.

Remain up to date on all policy and statutory changes affecting probation and community corrections.

Address large groups of people, both orally and in writing, regarding probation and community corrections issues. This includes advocating for the department as a whole.

Ensure staff complies with Indiana Office of Court Services’ requirements for certification and continuing education for probation officers.

Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

Maintain good working relationships with the community stakeholders in probation and community corrections. This includes spearheading outreach efforts.

Perform annual employee evaluations and maintain up to date employee files.

Assist law enforcement agencies as requested and/or required with regard to the completion of their duties/investigations.

Develop programs to enhance evidence-based supervision and programming and practices of the Howard County Probation Department, Office of Court Services.

Perform any other duty or task that may be necessary and in the best interest of the Courts as directed by the Judges of the Howard Circuit and Superior Courts.

**SKILLS:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to read and analyze financial reports and legal documents.

Ability to respond to common inquires or complaints from citizens, regulatory agencies, and employees.

Excellent oral and written communication skills.

Proficiency with Odyssey, SRS Case Management Systems, Incite, time keeping software, word processing software, and computers in general.

Ability to work well with diverse groups including members of the judiciary, lawyers, law enforcement officers, and treatment providers.

Extensive knowledge in Evidenced Based Practices.

Ability to apply and implement said practices across the entire organization.

Ability to maintain current knowledge of local, state, and federal laws applicable to probation and community corrections.

Excellent management skills.

**RESPONSIBILITY:**Responsibilities include making decisions; planning, assigning, and directing work; and addressing complaints and resolving problems in a timely and egalitarian manner.

**EDUCATION AND EXPERIENCE:**    
Bachelor’s Degree from an accredited university; at least 21 years of age; Certified Indiana Probation Officer or able to obtain said certification within six months of employment, possess a valid Indiana Driver’s License.

**PERSONAL WORK RELATIONSHIPS:**Ability to communicate tactfully, both verbally and in writing.

**The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**PHYSICAL REQUIREMENTS:**While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, and talk and hear. Specific vision abilities required by this job include close vision.

To apply for this position, please complete a Howard County Employment application located online at https://www.in.gov/counties/howard/home/careers/   
and send with resume to:

hr@howardcountyin.gov