

APPLICATION FOR EMPLOYMENT

County of Clinton, Indiana *an Equal Opportunity Employer*

The County of Clinton, Indiana, does not discriminate on the basis of race, color, gender, national origin, age, sexual orientation, religion, or disability, in employment or the provision of services.

Please type or print responses to all questions on the application form.
Any application not completed in its entirety will be disqualified.

Position sought _____

Last name _____ First name _____

Middle initial _____ Former name(s) _____

Address _____ City/state/zip _____

Phone _____ Are you at least 18 years of age? Yes: _____ No: _____

Applicants for Sheriff Department: Are you at least 21 years of age? Yes: _____ No: _____

Are you related to an individual currently employed by the County? Yes: _____ No: _____

If yes, please state individual's name and relationship _____.

Are you interested in: Full-time work? Yes _____ No _____

Part-time work? Yes _____ No _____

Temporary work? Yes _____ No _____

Date available to start work _____ Do you have a valid driver's license? Yes: _____ No: _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience during the previous five years, beginning with your current employer. *Failure to include all past employment may be grounds for disqualification.*

☐ Check here if currently unemployed, and skip to **Previous employer** below.

Current employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions: _____

Why do you want to leave: _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving: _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why: _____

Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving: _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

Previous employer _____

Phone () _____

Address _____

City/state/zip _____

Dates employed _____ - _____ Job title _____

Beginning salary _____ per _____ Ending salary _____ per _____

Supervisor _____ Title _____

Work phone _____

Briefly describe the work you did, such as duties, responsibilities, equipment you operate, promotions: _____

Reason for leaving: _____

May we contact this employer? Yes: _____ No: _____ If no, please explain why:

If you had additional employers within the last five years, attach additional pages as needed.

List and explain periods of unemployment in the past five years:

From _____ to _____ Reason: _____

From _____ to _____ Reason: _____

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High school attended Attach additional pages as needed.

Name _____

Address _____ City/state/zip _____

Did you receive a Diploma? Yes _____ No _____ GED? Yes _____ No _____

Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, sexual orientation or disability) _____

College(s) or Trade School(s) attended Attach additional pages as needed.

Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Did you receive a Degree(s)? Yes _____ No _____

Major/minor course(s) of study _____

Name _____

Dates attended _____ to _____

Address _____ City/state/zip _____

Did you receive a Degree(s)? Yes _____ No _____

Major/minor course(s) of study _____

Activities, awards (You may exclude any which indicate race, color, religion, gender, age, national origin, sexual orientation, or disability) _____

Seminars/workshops, special awards, articles you have published, other information that may be relevant to the position you are seeking:

MILITARY HISTORY AND STATUS

Have you have ever served in the military on active duty? Yes _____ No _____ If yes, please specify.

Military Branch: _____

Total Years of Service: _____

Specialized Training: _____

Skills/Duties: _____

Related Details (awards, citations, etc): _____

PROFESSIONAL OR SPECIALIZED TRAINING/CERTIFICATIONS

Specialized training _____

Professional/special license(s) or certificate(s):

| <u>State</u> | <u>Issued By</u> | <u>Date Issued</u> | <u>Expiration</u> | <u>Type</u> | <u>License #</u> |
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Have you had any license suspended, revoked or terminated? Yes _____ No _____ If yes, explain:

PROFESSIONAL AFFILIATIONS

List current or previous affiliations/organizations and related offices/positions.

| <u>Organization Name</u> | <u>Address</u> | <u>Phone</u> | <u>Offices/Positions</u> |
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Use the following space to describe other training, education, skills, abilities, hobbies, volunteer work or other information that may be helpful in evaluating your application. *(You may exclude any which indicate race, color, religion, gender, age, national origin, sexual orientation, or disability.)*

PERSONAL INFORMATION

Do you have any commitments which might interfere with or adversely affect your employment with us, such as a second job or school? Yes _____ No _____ If yes, please explain:

List three references who are not related to you and are not former employers or supervisors:

Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

Name _____ Phone _____

Address _____

City/state/zip _____

Number of years known _____

APPLICANT CERTIFICATION

Read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing your initials at the end of each paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing.

Initials: _____

I understand and accept that, if I am hired, I may be hired conditional on passing any medical and/or psychological examinations that the employer deems necessary to determine my ability to perform the essential functions of the position. I understand and accept that this may include drug, alcohol, or substance abuse testing.

Initials: _____

I understand that it may be necessary for me to approve and sign any waivers necessary in order for the employer to obtain information from my current and former employers.

Initials: _____

I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that my misrepresentations or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

Initials: _____

By submitting this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's signature

Date

**POSITION DESCRIPTION
COUNTY OF CLINTON, INDIANA**

POSITION: Probation Officer
DEPARTMENT: Probation
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: February 2006
DATE REVISED: August 2022

STATUS: Full-time
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. The County of Clinton 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 Probation Officer for Clinton Co Probation Department, performing administrative, providing assistance to probationers, and processing documentation.

DUTIES:

Supervises and directs assigned staff, involving monitoring assigned caseload of juveniles/adults and supervises caseload of transfers from other regions.

Conducts initial interviews with probationers, explaining the probationary process, obligations of juvenile and parents, responsibilities and expectations of probation officer, and legal ramifications of failure to comply with court decisions.

Performs follow-up visits to probationers' homes, schools, places of employment, residential facilities, preliminary inquiries, and curfew checks.

Coordinates drug testing of probationers and collects urine drug screen specimens for testing.

Monitors probationers' behavior, achievement of goals, and adherence to court orders, enforces court's orders and directions, verifies compliance with court orders, and supervises juveniles on probation during school suspensions.

Makes recommendations to court regarding removal of juveniles from home and suggested placement.

Refers probationers to proper mental health services.

Refers clients to other agencies, and coordinates placement of juveniles at residential facilities, detention centers, or other facilities.

Notifies victims of their rights and of court hearing dates.

Probation/Probation Officer

Determines amount of restitution and disbursement to each victim and processes restitution submittals.

Reviews and determines actions of probationers that violate law or court order, initiates filing of complaints against probationers who have violated probation. Reviews and processes probationers that have completed conditions and recommends release from probation.

Makes recommendations to court concerning probationary status, sentences, and placement facilities.

Performs duties of Intake Officer for adult intake, as needed.

Prepares Presentence Investigation Reports, revocations, memorandums, and other documents for the court.

Attends court hearings and testifies, as appropriate.

Maintains records of communication with probationers' parents, therapists, schools, and other contacts.

Prepares, reviews, completes, processes, forms, reports, correspondence, and other documentation.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate Degree, preferably in Criminal Justice, Psychology, Sociology, Social Work, or related field.

Must be at least 21 years of age.

Possession of and ability to maintaining Probation Officer.

Working knowledge of and ability to properly operate and maintained assigned Department vehicles, equipment, and weapons, including handgun, breathalyzer, and uniforms.

Working knowledge of standard office equipment, including computer, calculator, telephone, fax machine, scanner, and printer.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed reports.

Working knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police procedures.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations and take authoritative action applying appropriate discretion and common sense.

Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and having knowledge of and utilizing universal health precautions.

Ability to obey all written and verbal orders and directives from superiors.

Ability to count, compute, and perform arithmetic calculations.

Ability to compare or observe similarities and differences between data, people, or things, compile, collate, classify data, use data to evaluate, observe, diagnose, investigate, coordinate, place, make determinations, and take action. Ability to fabricate data to discover facts or develop concepts or interpretations.

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

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

Ability to file, post, and mail materials, copy data from one document to another, and interview to obtain information.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, procedures, job tasks, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing co-workers, other County departments, law enforcement agencies, schools, counseling/treatment agencies, facilities, health organizations, other probation offices, government agencies, victims, probationers, and their families, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to prepare and deliver speeches, develop news releases, articles, and brochures, and effectively communicate with news media.

Ability to testify in legal proceedings/court.

Ability to attend required hours of continuing education.

Ability to regularly work extended and irregular hours and occasionally evenings, weekends and responds to emergencies on a 24-hour basis and serves on 24-hour call on a rotation basis.

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

II. RESPONSIBILITY:

Incumbent performs duties as Probation Officer, with work priorities and schedules primarily determined by supervisor, Decisions are determined by specific instructions or existing, well-established policies and procedures. Assignments are guided by definitive objectives using a variety of methods or procedures. Incumbent plans and arranges own work and only refers to supervisor for unusual matters, such as policy interpretations, and has little direct guidance from supervisor.

Work errors are primarily detected or prevented through prior instruction from supervisor, supervisory review, legally defined procedures, and set protocols. Undetected errors could result in loss of time to correct error, loss of money to Department, endangerment to self/others, and inconvenience to other agencies/public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers, other County departments, law enforcement agencies, schools, counseling/treatment agencies, facilities, health organizations, other probation offices, government agencies, victims, probationers, and their families, and the public for the purpose of giving and receiving information and making referrals to other organizations.

Incumbent reports directly to the Chief Probation Officer.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and courtroom, including sitting/walking at will, sitting/standing/walking for long periods, crouching/kneeling, reaching/bending, pushing/pulling, handling/grasping/fingering objects, lifting/carrying objects weighing under 75 pounds, speaking clearly, keyboarding, close/far vision, depth perception, and hearing sounds/communication. Incumbent works in a noisy environment. Incumbent wears protective equipment and works with or is exposed to violent/irate individuals.

Incumbent is regularly required to work extended and irregular hours and occasionally evenings, weekends and respond to emergencies on a 24-hour basis and serve on 24-hour call on a rotation basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Probation Officer for Clinton County Probation Department 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 outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print/Type Name

Probation/Probation Officer