

NOTICE OF OPENING POSITION
KNOX COUNTY PROBATION DEPARTMENT

Position: Probation Officer Assistant
Department: Knox County Probation Department
Posted: October 15, 2025

Job Description:

- Aid Probation Officers in the supervision of individuals placed on probation, home detention, or referred by the Court, consistent with the conditions imposed by the Court.
- Conduct alcohol and drug screens.
- Work collaboratively with outside agencies while maintaining confidentiality.
- Maintain accurate records and input information into State system.
- Complete assessments as required by the State of Indiana.
- Gather offender information and credit time calculations to be presented in court.
- Assist in clerical and front office duties
- Have strong knowledge of Outlook, Excel, and Word applications and other computer skills.

Qualifications:

- Experience in in criminal justice, social work, or related field preferred.
- Must be at least 21 years of age.
- Must be a U.S. citizen.
- Must have a valid driver's license.
- Must be of good moral character.
- Must possess excellent writing and communication skills.
- Must have knowledge of community resources.
- Must possess the ability to effectively resolve emergency/crisis situations and take appropriate action as required.
- Must have the ability to work alone with minimum supervision and with others in a team environment.
- Must have the 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.

Submit Resume To: James Rees, Chief Probation Officer
Knox County Probation Department
147 N. 8th Street, Vincennes, IN 47591
jrr@knoxcounty.in.gov