**POSITION OPENING:** Adult Probation Officer

**DEPARTMENT:** Madison County Circuit Courts Adult Probation Department

**JOB CATEGORY:** PAT (Professional Administrative Technological)

**PAY RATE:** To be determined

**WORK SCHEDULE:** Varies

**SALARY:** Minimum salary guidelines for Indiana Probation Officers based on years of service.

 Ranges from $42,311 to $77,828.

**FSLA STATUS:** Non-exempt

The Madison County Circuit Courts Adult Probation Department is seeking qualified applicants for the position of Adult Probation Officer.

**Major duties include:**

* Supervision of adult probationers and defendants consistent with court-imposed conditions;
* Conducting Pre-Sentence Investigation Interviews;
* Communication with the courts regarding violations and supervision, case status, etc.;
* Assisting probationers in obtaining services from appropriate public or private treatment and/or welfare agencies;
* Testifying accurately and clearly in court;
* Field supervision of probationers;
* Collection of urine drug screens
* Any related duties, as assigned;

**Minimum qualifications:**

* Knowledge of the criminal justice system, including the customary practices and procedures of the Court;
* Excellent written and oral communication skills utilizing the English language;
* Understanding of the accepted principles and practices involved in the supervision of probationers;
* Ability to effectively supervise, assist, and hold accountable a wide range of individuals through the application of Evidence Based Practices (EBP);
* Ability to understand and comply with both general and specific directives;
* Ability to meet State judicial Conference minimum qualifications, including, but not limited to, possession of a Bachelor’s Degree from an accredited institution, preferably the Social Sciences, and ability to pass certification examinations;
* Ability to obtain certifications in assessing risk and needs;

A ninety (90) day probationary period applies to this position. **Non-traditional work hours apply to this position.**

**Interested persons should submit a Madison County Employment Application, Cover Letter with Resume, and a minimum of three (3) professional and three (3) personal references by mail, e-mail, or in person to the following:**

Madison County Adult Probation Department

16 E. 9th Street, Ste. 300

Anderson, IN 46016

(765) 641-9546

Attn: Assistant Chief Probation Officer, Doug Taylor

Or e-mail to dtaylor@madisoncounty.in.gov

This position will remain open until filled.

\*\*Madison County is an Equal Opportunity Employer\*\*