Title: **Probation Officer-Pulaski County**

**Responsibilities:**

* Serves at all times as an Officer of the Court and will be assigned a caseload based on the needs of the department which includes casework, presentence investigations, intake, court reports and appearances, and other duties as assigned by the Chief Probation Officer.
* Ability to foster a team orientated work environment;
* Utilizes, understands, and administers the Indiana Risk Assessment System and evidence based practices;
* Maintains appropriate communication with clients, legal representatives, treatment providers, placement agencies, and other concerned persons;
* Reviews documents pertaining to legal and social history of clients;
* Completes court paperwork and correspondence as required;
* Testifies in court and makes appropriate recommendations;
* Conducts interviews with clients to inform them of legal requirements of supervision;
* Conducts field visits;
* Maintains collaboration between counselors, treatment agencies, public services agencies, placement agencies, etc., as required;
* Attendance at partnering organizational meetings in order to help further develop and improve the local probation process/system;
* Willingness and ability to grow professionally by being able to conduct research and the desire to attend professional development opportunities;
* Display of strong computer, social media, e-filing, and similar technology-based platforms abilities and willingness to learn and be trained in new technological platforms;
* Adheres to all Policies and Procedures of Pulaski Circuit and Superior Courts;
* Serves in other capacities and assignments as requested, required, and/or directed by the Chief Probation Officer;

**Qualifications:**

* Minimum qualifications as required by the State of Indiana for a probation officer.
* Pulaski County residency required.
* Bachelor’s Degree from an accredited university.

**Salary:** Salary is based on the Indiana Minimum Salary Schedule for Probation Officers.

**Apply Before: June 20, 2025 by 4:00 p.m.**

**To: Judge Kocher/Judge Welker**

**Email: ckocher@pulaskicounty.in.gov**

**Please submit a cover letter of interest, a resume including all previous training, and a two page writing sample.**