

# HANCOCK COUNTY PROBATION DEPARTMENT

## Adult Probation Officer - ADA Division

**Hancock County Probation Department is hiring to fill an existing and open full-time Adult Probation Officer position within the ADA Division.** Applicants who meet the qualifications of an Indiana Probation Officer are encouraged to apply.

Qualifications of an Indiana Probation Officer can be found here:

<https://www.in.gov/courts/iocs/probation/certification/>

Job duties will include carrying a caseload of up to 150 probationers within the ADA Division, scheduling and holding face-to-face meetings with offenders, report writing, case planning, court appearances, drug testing coordination, treatment referrals, and working closely with the courts, attorneys, treatment providers, and other community partners. Job responsibilities are in accordance with those outlined by Indiana Code 11-13-1-3.

**Please submit all resumes to Nick Layman, Assistant Chief, at [Nicholas.Layman@hancockin.gov](mailto:Nicholas.Layman@hancockin.gov).**

Salary is in accordance with the 2026 Indiana Probation Officers Minimum Salary Schedule found here:

<https://www.gopopai.org/2026-minimum-salary-schedule-for-probation-officers/>

Hancock County Probation currently pays **\$3,000 above the minimum schedule.**

Benefits are very competitive and include a generous paid time off policy.

**CSAMS certification is not required but is preferred. Seasoned applicants with CSAMS certification are encouraged to apply.**

### ADA Division Adult Probation Officer Responsibilities

Pursuant to I.C. 11-13-1-3, a probation officer shall:

- Conduct prehearing and presentence investigations and prepare reports as required by law.
- Assist the courts in making pretrial release decisions.
- Assist the courts, prosecuting attorneys, and other law enforcement officials in making decisions regarding the diversion of charged individuals to appropriate noncriminal alternatives.
- Furnish each person placed on probation under his or her supervision a written statement of the conditions of probation and instruct the person regarding those conditions.
- Supervise and assist persons on probation consistent with conditions of probation imposed by the court.
- Bring to the court's attention any modification in the conditions of probation considered advisable.
- Notify the court when a violation of a condition of probation occurs.
- Cooperate with public and private agencies and other persons concerned with the treatment or welfare of persons on probation and assist in obtaining services from those agencies and persons.