

Hancock County Probation Department is hiring to fill an existing and open adult full time probation officer position. 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/locs/probation/certification/>

Job duties will include carrying a caseload of up to 100 probationers, scheduling and holding face to face meetings with offenders, report writing, case planning, and court appearances. 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.**

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

<https://www.gopopai.org/docs/history/POSalarySchedules/2025-Minimum-Salary-Schedule-for-Probation-Officers.pdf>

Due to budget restrictions, candidates cannot exceed 14 years of experience.

Hancock County Probation currently pays \$3000 above the minimum schedule.

#### 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 supervision a written statement of the conditions of his probation and instruct him 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 them in obtaining services from those agencies and persons.

- Keep accurate records of cases investigated by him and of all cases assigned to him by the court and make these records available to the court upon request.
- Collect and disburse money from persons under his supervision according to the order of the court and keep accurate and complete accounts of those collections and disbursements.
- Assist the court in transferring supervision of a person on probation to a court in another jurisdiction.
- Perform other duties required by law or as directed by the court.