



## NOTICE OF JOB OPENING

<b>Department:</b>	<b>MONROE CIRCUIT COURT PROBATION DEPARTMENT</b>
<b>Position Title:</b>	<b>PROBATION OFFICER ASSISTANT. PART TIME – 10-28 hours per week.</b>  Flexible schedule, ability to schedule work hours around college class schedule. Ideal applicant will have ability to work, at minimum, two (2) consecutive college semesters.  <b>Morning shift:</b> Monday – Friday, starts at 7:00 AM, ends 11:00 AM <b>Afternoon shift:</b> Monday –Thursday, starts 2:00 PM , ends 5:00 PM.
<b>Position Summary:</b>	Serves as Probation Officer Assistant (POA) for Probation Department, responsible for administering drug tests including observed urine drug tests with clients of the same gender/gender identity, completing/maintaining records, and performing clerical duties.  <b><u>DUTIES</u></b> <ul style="list-style-type: none"> <li>• Administers and documents chemical tests for drugs/alcohol according to departmental guidelines and rules established by the Judicial Conference of Indiana.</li> <li>• Conducts observed urine drug tests with clients of the same gender/gender identity.</li> <li>• Conducts check-ins of clients/program participants of the Day Reporting Program.</li> <li>• Performs various clerical duties. Answers telephone/switchboard.</li> <li>• Completes documentation/data entry in departmental case management systems.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• High School Diploma or equivalent required. Completion of at least one year of college preferred.</li> <li>• Must believe that people are capable of positive behavior change.</li> <li>• Must be able to work well with public.</li> <li>• Must have ability to organize several duties and meet deadlines with good time management skills.</li> <li>• Must be able to work in a team environment.</li> <li>• Must submit to criminal records check. If chosen as a finalist for this position, must submit to pre-employment drug test.</li> </ul>
<b>Salary:</b>	<b>2026: Starting \$22.41/hour;</b> after 1 year \$23.66/hour; after 3 years \$24.90/hour. Approved for criminal justice internship (students enrolled in college criminal justice internship classes may receive class credit for work performed in this job).  <b>Monroe County Government benefits:</b> -Free parking -Perks & discounts program with local / national / international opportunities -Employee Assistance Program (EAP) for employees and their families free of charge
<b>Posted:</b>	Resumes accepted until all positions are filled. <b>DATE Posted March 25, 2026</b>
<b>Email Resume, NON-generic Cover Letter &amp; Minimum Three (3) References:</b>	Linda Brady, Chief Probation Officer , Monroe Circuit Court Probation Department 214 West 7 <sup>th</sup> Street, Suite 200 Bloomington, IN 47404 Email documents to: <a href="mailto:lbrady@co.monroe.in.us">lbrady@co.monroe.in.us</a>
<b>For Additional Information:</b>	See Probation Department website including Annual Reports <a href="http://www.co.monroe.in.us/probation">www.co.monroe.in.us/probation</a>