



**SHELBY COUNTY
INDIANA**

Shelby County Government
25 W. Polk Street Rm. 224
Shelbyville, IN 46176
www.co.shelby.in.us

VACANCY

***Interested applicants must submit a resume via email to:**

Donna Cook-Human Resources

dcook@co.shelby.in.us

POSITION: Bilingual Probation Officer

LOCATION: Shelby County Court Services/Probation Division – 20 W. Polk Street, Suite 100, Shelbyville, IN 46176

NUMBER OF HOURS: 35 Hours weekly

DUTIES: See job description below

REQUIREMENTS: See job description below-Must have bachelor's degree and be proficient in writing and speaking Spanish.

PAY RATE/CLASSIFICATION: \$42,311 + \$3,000 for Bilingual Officer with 0 years' experience as a Probation Officer. Special Occupation – See 2026 Judicial Probation Officer Salary Schedule – last page.

BENEFITS: Medical with use of free health clinic, Prescription, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and Perf retirement will be available after applicable waiting periods per plan documents. Vacation, Sick, Personal, Bereavement, Paid Parental Leave and paid Holidays available per county handbook.

POSITION BEGINS: As soon as possible – Specific date TBD

APPLICATION DEADLINE: Open until filled.

All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of interview. EOE

Position Description/Requirements on the next page

POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA

POSITION: **Bilingual Probation Officer**

DEPARTMENT: **Shelby County Probation**

WORK SCHEDULE: **35 hours weekly**

JOB CATEGORY: **SO (Special Occupation)**

STATUS: **Full-time**

FLSA STATUS: **Non-exempt**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Bilingual Probation Officer for the Shelby County Probation Department, responsible for monitoring, supervising, and assisting Spanish speaking probationers.

ESSENTIAL DUTIES:

Supervises, meets, and monitors assigned probationers, including reviewing terms, providing written rules and signing probation agreements with clients, and visiting at home and work sites. Ensures probationers pay required fees, such as fines, court costs, and restitution.

Maintains current, accurate case files, including classifying offenders according to risk, recording probationer's character, attitude, behavior, and compliance with probation conditions, and preparing and processing various documents. Assists in preparing statistical and other reports as required.

Notifies court of probation violations, attends hearings, and testifies/makes recommendations in court proceedings and/or to other officials as required.

Cooperates with public/private community service agencies and individuals in assisting probationers and their families/guardians in obtaining treatment and/or services as needed.

Transfers supervision of offenders to other jurisdictions as requested, and supervises offenders transferred from other jurisdictions as assigned.

Assists with immigration issues and with I.C.E. detentions at jail and performs immigration background checks on suspected undocumented Latino defendants.

Serves as interpreter and document translator for court's ADA program and other court programs, in their absence.

Periodically assists in answering phones, providing information, taking messages, or directing caller to appropriate department or individual.

Maintains current knowledge of applicable local, state, and federal rules/regulations, new developments, technology and trends in the field of probation by reading professional publications and periodically attending seminars and conferences.

Serves as department representative on various task forces, committees, and/or teams as assigned and/or requested. Periodically prepares and makes public speaking presentations to community groups as assigned.

Performs related and/or other duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree and ability to successfully pass/complete written exam and specified orientation as required for certification as Probation Officer by Indiana Judicial Center.

Must have proficiency in writing/speaking Spanish, and ability to serve as interpreter and document translator.

Working knowledge of and ability to make practical application of local, state and federal regulations, and standard policies and procedures of juvenile and criminal code.

Working knowledge of and ability to make appropriate referrals of probationers to treatment programs and services.

Knowledge of standard English grammar, spelling, and punctuation and ability to complete required reports.

Ability to assist with immigration issues and with I.C.E. detentions at jail and perform immigration background checks on suspected undocumented Latino defendants.

Ability to effectively supervise, direct and monitor assigned probationers to ensure proper completion of probation requirements.

Ability to provide expert testimony in legal proceedings.

Ability to effectively communicate orally and in writing with co-workers, other county departments, probationers and their families, attorneys, victims, community service agencies, counselors, court and law enforcement personnel and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to operate a variety of office equipment including typewriter, fax, telephone, computer, calculator, and printer.

Ability to work alone and with others in a team environment with minimum supervision, and work on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to occasionally work extended hours, occasionally work weekend and evening hours, and occasionally travel out of town for training, sometimes overnight.

Ability to serve on 24-hour call.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a variety of duties which are broad in scope and require application of sound judgment based on education, experience, and training. Daily decisions are frequently based on consideration of many variables and their potential interrelationships. Guidelines are detailed and well-established, requiring independent judgment in adapting to individual cases and situations.

III. RESPONSIBILITY:

Incumbent performs duties according to standard department policies and procedures, and standard practices of the profession, exercising independent judgment in determining disposition of assigned probationers. Incumbent receives general supervision and frequently makes decisions which are restricted only by organization wide policy.

Incumbent's work is periodically reviewed for soundness of judgment, attainment of objectives, and compliance with department policies and procedures.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, probationers and their families, attorneys, community service agencies, victims, counselors, court and law enforcement personnel, and the public for purposes of exchanging and explaining information and supervising and assisting probationers.

Incumbent reports directly to Chief Probation Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in an office environment and in a courtroom, involving climbing flights of stairs, lifting/carrying objects weighing less than 25 pounds, close vision, keyboarding, speaking clearly, hearing sound/communication, and exposure to potentially violent/irate individuals. Incumbent occasionally works weekend, evening and/or extended hours, and occasionally travels out of town for training, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

2026 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

Judicial Conference of Indiana

Years of Experience	Minimum Annual Salary
0	\$42,311
1	\$45,548
2	\$50,669
3	\$56,628
4-9*	\$58,473
10-14*	\$64,321
15-19*	\$70,755
20 +*	\$77,828

*Probation officers having a master's or doctorate degree from an accredited college or university in a relevant course of study as determined by the supervising judge and a minimum of 5 years as an Indiana probation officer shall receive an additional 5% of their base salary each year. For example, the minimum salary for a probation officer with 5 years of experience in 2026 would be \$58,473. If that officer had a master's degree, then the minimum salary would be \$61,397 in 2026.