



## NOTICE OF JOB OPENING

<b>Department Name:</b>	<b>PROBATION DEPARTMENT</b>
<b>Position Title:</b>	<b>Probation Officer – Spanish-speaking caseload</b>
<b>Position Summary:</b>	<p><b>MUST SPEAK SPANISH.</b> Responsible for supervision of offenders who are granted probation or referred to the Probation Department for preliminary investigation. Job requires working non-traditional schedule, including evening and weekend work schedule.</p> <p><b><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></b></p> <ul style="list-style-type: none"> <li>• Supervision of persons on probation consistent with the conditions imposed by the Court.</li> <li>• Complete preliminary inquiries, Presentence investigations and other reports as directed by the Court.</li> <li>• Maintain accurate records and complete data entry of all case contacts.</li> <li>• Make referrals to public and private agencies to meet the needs of the probationer.</li> <li>• Maintain contact with public and private agencies and other persons or institutions concerned with the treatment or welfare of probationers.</li> <li>• Conduct drug and alcohol screenings with probationers.</li> <li>• Testify in Court and secure placements when directed by the Court.</li> <li>• Conduct field/home/work-site visits with probationers.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree from accredited college or university required; major in criminal justice, social work, or related field preferred.</li> <li>• Must not be less than twenty-one years of age and must be a U.S. citizen.</li> <li>• <b>Must be able to speak Spanish and must be able to provide written instructions to probationers in Spanish</b></li> <li>• Experience and/or training as Community Corrections Officer or Probation Officer preferred.</li> <li>• Must have ability to work as member of a team.</li> <li>• Must have knowledge of philosophy, theories, practices in correctional field and related disciplines.</li> <li>• Must have excellent writing and communication skills (English and Spanish).</li> <li>• Must have knowledge of available community resources with understanding and skill to use them.</li> <li>• Must have valid driver's license, and must have and maintain reliable vehicle including appropriate level of vehicle insurance.</li> </ul>
<b>Salary:</b>	Salary is based on Indiana Probation Officer pay scale depending on years of service as certified Probation Officer. 2007 starting pay: \$27,588. Pay raises given only for years of experience as PROBATION OFFICER.
<b>Deadline for Application:</b>	Applications taken until positions filled. POSTED May 11, 2007.
<b>Submit Resume, Cover Letter and Min. 6 References to:</b>	Linda Brady, Chief Probation Officer, Probation Department 301 N. College Avenue Bloomington, IN 47404

**Probation Department Hours: Monday, Wednesday and Thursday 8:00 a.m. to 5:00 p.m.  
Tuesday 8:00 a.m. to 6:00 p.m.  
Friday 8:00 a.m. to 4:00 p.m.**

**Community Corrections Hours: Monday through Thursday 7:00 a.m. to 7:00 p.m.  
Friday 7:00 a.m. to 4:00 p.m.**