



HOWARD COUNTY GOVERNMENT

Job Posting

Complete an application online at
<https://www.in.gov/counties/howard/home/careers/>

Howard County Government is an Equal Opportunity Employer

FIELD OFFICER

POSITION: Field Officer
DEPARTMENT: Community Supervision
WORK SCHEDULE: M-F, 35 hours

STATUS: Full Time
FSLA STATUS: Non-Exempt
SALARY: \$43,749

Under supervision, performs a variety of duties including monitoring adults currently under the authority of the Howard County Courts and/or Community Corrections Supervision.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Tasks are performed consistent with policy and procedure.

- Conducts random phone checks, home visits, employment visits, treatment visits, and performs other verification procedures with program participants to establish compliance with program rules
- Administers alcohol and drug testing as required
- Evaluates participant progress while in the field and reports issues and violations to the assigned Probation Officer
- Monitors compliance with court orders
- Takes appropriate action to locate clients
- Reports and responds to schedule deviations
- Responds to office/field phone calls, messages, and other forms of contacts
- Attends and testifies accurately in court

- Notifies and consults with a supervisor appropriately in exigent circumstances
- Documents accurately and timely contacts (office, court, phone, collateral, etc.) in case management database and keeps file up to date
- Installs and troubleshoots electronic monitoring equipment and software used for offender
- Exercises good judgment when addressing issues (responds to new information about possible violations in a timely manner and uses good judgment when addressing issues)
- Receives and refers complaints from public to the Home Detention Director
- Attends staff and training meetings as directed
- Performs all assigned duties in an ethical and professional manner as detailed in Community Supervision Code of Conduct
- Placement of clients on monitoring equipment including inspections of equipment and collection of equipment upon termination
- Cleans and maintains all monitoring equipment, department issued equipment and vehicles
- Maintains on call phone as directed
- Performs other related essential duties as required

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

High School Diploma or GED.

Shall possess valid Indiana driver's license.

Shall be twenty-one (21) years of age or older.

(Education, Experience and/or Training in Criminal Justice/Security preferred)

Special Requirements

Ability to qualify and maintain qualification in defensive tactics, pepper spray, taser, and firearms (when applicable)

Engagement in a client altercation is a possibility and thus requires physical agility, strength and dexterity.

Cover letters and resumes should be submitted by January 7, 2026 to Howard County Community Corrections, ATTN: Megan Enright, 104 N. Buckeye St., Kokomo, IN 46901 or email to megan.enright@howardcountyin.gov.