



EST 1821
**SHELBY
COUNTY**
FOUR CORNERS
ONE COUNTY

Shelby County Government
25 West Polk Street
Shelbyville, Indiana 46176
Human Resources

www.co.shelby.in.us

VACANCY

*Interested applicants must submit a resume **via email** to:
Human Resources at dcook@co.shelby.in.us

DATE: July 29, 2026

POSITION: Field Officer

DEPARTMENT: Court Services–Community Corrections Division

HOURS: 35 hours weekly, M-F, 8-4 (On call as assigned)

DUTIES: See position description below

REQUIREMENTS: See position description below

PAY RATE / CLASSIFICATION: \$24.54 hourly / SO

BENEFITS: Medical, Prescription, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and PERF retirement will be available after applicable waiting periods per plan documents. Aflac voluntary benefits are also available. Vacation, Sick, Personal, Bereavement, Holidays, and New Parent Leave, per county handbook.

POSITION BEGINS: To be determined.

APPLICATION DEADLINE: Open until filled. *Internal applicants contact Alison Everhart at aeverhart@co.shelby.in.us by Thursday, August 6 at 4 PM.

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 the interview. Equal Opportunity Employer

POSITION DESCRIPTION IS ON THE NEXT PAGE

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: Field Officer
DEPARTMENT: Court Services - Community Corrections Division
WORK SCHEDULE: Primarily dayshift, some evenings, and weekends
JOB CATEGORY: SO

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 a Field Officer for Shelby County Community Corrections and is responsible for monitoring court ordered offenders.

ESSENTIAL DUTIES:

Monitors adult and juvenile offenders to ensure compliance with program requirements, such as daily electronic monitoring, checking on offenders at home and work, monitoring reports/check-ins, and providing instructions. Reports non-compliance of offenders to the appropriate supervisor and takes necessary next step as required.

Conducts searches of offenders, including searching persons, residence, or vehicle.

Collects specimens for drug testing and performs alcohol test.

Maintains offender files and equipment inventory.

Serves on a 24-hour call for emergencies on a rotation schedule.

Performs related and/or other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Possession of and completion of Indiana Field Officer Training Academy and/or ability to complete Shelbyville/Shelby County Reserve Officer Training and passing score in certified firearms and shot gun course as required by the Indiana Law Enforcement Training Board standards, and legally able to carry a handgun.

Ability to meet all employer and department hiring requirements, including passage of a drug test and criminal background check, training requirements, and gun qualifications.

Must have independent and incisive judgment in interpretation and enforcement of codes.

Working knowledge of radio frequencies, codes, procedures, and limitations.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare and present oral and written reports.

Ability to communicate orally and in writing, interact, and function tactfully and effectively under stressful and/or confrontational situations that require instruction, persuasion, or negotiation.

Ability to properly operate and maintain all assigned vehicles and equipment.

Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted law enforcement procedures.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action, applying appropriate discretion and common sense.

Ability to perform essential universal and safety precautions to avoid contamination in high-risk environment.

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

Ability to effectively communicate orally and in writing with co-workers, other county departments, offenders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to speak clearly and be understood when communicating in person, by radio, or by telephone.

Ability to operate various standard office equipment, including computer, calculator, and telephone.

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

Ability to plan assigned work and maintain accurate records.

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 work extended, evening, and/or weekend hours, and occasionally travel out of town.

Ability to serve on 24-hour call and respond to emergencies on 24-hour basis.

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

II. RESPONSIBILITY:

Incumbent follows standard operating procedures or policies and procedural manuals.

Incumbent must have immediate supervisor's permission to deviate from standard operating procedures. Incumbent's work is reviewed through compliance of instructions from supervisor. Errors in incumbents work are primarily detected by supervisory review. Undetected errors in work could result in endangerment to self and others.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, offenders, and the public for purposes of exchanging and explaining information, coordinating operations, supervising, and directing personnel, forming policies, counseling, and resolving problems.

Incumbent reports directly to the Director and Deputy Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, in the field and in a vehicle, with working conditions including, but not limited to, sitting/standing/walking for extended periods of time, occasionally on uneven terrain in icy or wet surroundings, and using close vision. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations. Incumbent may be exposed to violent or irate individuals and responds to situations involving potential harm to self and others. Incumbent must perform duties and take appropriate action in emergency situations, despite stress associated with potential injury or loss of life to self and others.

The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.