



GOVERNMENT OF

Monroe County  
I N D I A N A

Home of Indiana University

**NOTICE OF JOB OPENING**

<b>Department Name:</b>	<b>MONROE CIRCUIT COURT PROBATION DEPARTMENT</b>
<b>Position Title:</b>	<b>Juvenile Probation Officer</b>
<b>Position Summary:</b>	<p>Responsible for supervision of juveniles who are ordered to probation or referred to the Probation Department for preliminary investigation. Job requires working “on call.” See departmental website for more information. <a href="http://www.co.monroe.in.us/probation">http://www.co.monroe.in.us/probation</a></p> <p><b><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></b></p> <ul style="list-style-type: none"> <li>• Supervision of juveniles referred to probation programming consistent with the conditions imposed by the Court.</li> <li>• Performs field visits with juveniles in the community (home, school, work).</li> <li>• Completes preliminary inquiry investigations and other reports/investigations as directed by the Court.</li> <li>• Maintains accurate records and completes data entry of all case contacts.</li> <li>• Makes referrals to public and private agencies to meet the needs of the probationer.</li> <li>• Maintains contact with public and private agencies and other persons or institutions concerned with the treatment or welfare of probationers.</li> <li>• Conducts drug and alcohol screenings with probationers.</li> <li>• Testifies in Court and secures out-of-home placements when directed by the Court.</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>• Must have ability to work as member of a team.</li> <li>• Must have excellent writing and communication skills.</li> <li>• Must have valid driver’s license, and must have and maintain reliable vehicle including appropriate level of vehicle insurance.</li> <li>• Prefer experience and/or training as Community Corrections Officer or Probation Officer.</li> <li>• Prefer experience working with youth or families.</li> <li>• Prefer knowledge of philosophy, theories, practices in correctional field and related disciplines.</li> <li>• Prefer knowledge of available community resources with understanding and skill to use them.</li> </ul>
<b>Salary:</b>	<p>Salary based on Indiana Probation Officer Minimum Salary Schedule depending on years as certified Probation Officer.</p> <p>2021 Entry Level Starting Pay: \$36,334 (approx. \$19.96/hour).</p> <p>2022 Entry Level Pay: \$36,879 (\$20.26/hour)</p> <p>Pay raises only for years of experience as an Indiana Probation Officer.</p>
<b>Posted:</b>	Posted October 28, 2021. Accepting resumes until position is filled.
<b>Submit Resume, Cover Letter and Min. 6 References to:</b>	<p>Linda Brady, Chief Probation Officer  Monroe Circuit Court Probation  214 West 7<sup>th</sup> Street, Suite 200  Bloomington, Indiana 47404</p>

**Probation Department Hours: Monday through Thursday 8:00 a.m. to 5:00 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.**

**Monroe County is an Equal Opportunity Employer  
Federal Identification Number – 35-1732462**