

## ***PROBATION OFFICER POSITION ANNOUNCEMENT***

Ripley County Court Services, Adult Probation Division, announces an opening for an Adult Probation Officer. This position is responsible for direct client supervision of adult individuals on Probation through Ripley Circuit and Superior Courts. Work will be performed in and outside of the office. Tasks include, but are not limited to, the following: supervise an adult client caseload; assist and monitor program participants in the Ripley County Courts Addiction and Drug Services (CADS) Program and the Adult MRT Program; prepare risk assessments and case plans; collection of urine drug screens; review, execute and insure compliance with conditions; conduct intakes; prepare Presentence Investigations, Petitions and Court Notices; testify in Court; maintain various document and computer files; work collaborative with other agencies. Ripley County Court Services requires staff to utilize evidence-based supervision practices. PO position work schedule is 4-days per week.

Qualified applicants should demonstrate an ability to work independently and with minimal supervision. They must possess at minimum a Bachelor's Degree, with a preferred secondary education in the area of Criminal Justice.

Resumes will be accepted until this position is filled.

Resumes should be sent to the following:

**Shannon G. Schmaltz, Director**  
**Ripley County Court Services**  
**115 N Main St, 1<sup>st</sup> Floor Courthouse**  
**Versailles, IN 47042**  
[schmaltz@ripleycounty.com](mailto:schmaltz@ripleycounty.com)

Ripley County is an Equal Opportunity Employer.