



# **PUTNAM COUNTY ADULT PROBATION DEPARTMENT**

One Courthouse Square, First Floor, Greencastle, IN 46135  
(765) 653-3514 fax (765) 653-6036

Teresa Parrish, CPO  
Garret Nichols, PO  
Johninda Taylor, PO  
Albert Arnold, PO  
Malachi Taylor, PO  
Rebecca Brush, PO

## **Position: Adult Probation Officer**

Status: Full-time

Responsibilities: Supervise offenders on probation using the eight principles of effective intervention, complete Pre-Sentence Investigations, conduct random alcohol and drug testing, complete risk assessments, attend court hearings and testify as needed, interview and supervise probationers charged with alcohol and drug offenses. Other duties as assigned.

Requirements: Must be 21 years of age and a US citizen. Must be able to obtain Probation Officer certification and Risk Assessment Certification (IRAS). Preference will be given to those who already possess these certifications. Must have a valid driver's license and demonstrated safe driving record. Must have excellent writing and communication skills. Must be able to work evening and weekend hours, travel to trainings which require over-night stays, and be able to work in a team environment.

Hours: Mon 8am-4pm, Tues 8am-7pm, Wed – Fri 8am-4pm

Education: Baccalaureate Degree from accredited college or university.

Salary: Rate according to the 2025 Indiana Salary Schedule for Probation Officers.

Additional benefits include: Medical, dental & vision, group & voluntary life, Public Employees Retirement Fund, deferred compensation plans, competitive PTO, and various paid holidays.

Apply: Immediately

To: Applications/resumes will be accepted until the position is filled, but please apply as soon as possible.

Please email applications/resumes to:  
Teresa Parrish, Chief Probation Officer  
Putnam County Adult Probation  
One Courthouse Square, First Floor  
Greencastle, IN 46135  
tparrish@putnamcourts.in.gov

\*For a complete list of job duties and requirements, please inquire upon interview.