

DeKalb County Government currently has an immediate position available for an Addiction Treatment Court Probation Officer. Duties and responsibilities include case management of Addiction Treatment Court participants, with a caseload size averaging 25-30 participants. Maintaining written and verbal communication is a must with treatment providers and residential placements such as halfway houses and/or in-patient facilities. Additional duties include writing and conducting pre-sentence reports, obtaining CSAMS certification, courtroom rotation, and risk assessments. Maintain Court documents and files. Must be an effective and efficient communicator with treatment providers, clients, Court staff and other stakeholders. Will provide Court testimony, provide accurate and concise case history. Will adhere to all Policies and Procedures of DeKalb County Government and DeKalb County Probation. Serve in other duties and assignments as requested/required by the DeKalb County Judges and Chief Probation Officer.

Must have bachelor's degree and meet minimum qualifications as required by the State of Indiana for a Probation Officer. Position subject to drug screening and criminal background check.

Salary is according to the minimum salary standards for probation officers as adopted by the Judicial Conference of Indiana:

<https://www.gopopai.org/docs/history/POSalarySchedules/2024-Minimum-Salary-Schedule-for-Probation-Officers.pdf>

****Salary is based on years of experience as an Indiana Probation Officer****

Normal working hours are 8:30 a.m. to 4:30 p.m. Monday through Friday with an hour lunch but must be flexible to meet the needs of the department.

What can you expect when you work for DeKalb County Government?

- Competitive pay
- Benefit package – medical, dental, vision, Rx, AD&D/life/STD insurance
- Retirement Plan, PERF eligible
- Public Service Employee Student Loan Forgiveness
- Generous Paid Time OFF and Holidays

Interested applicants should apply by e-mailing your cover letter and resume to mlapham@co.dekalb.in.us by August 16, 2024.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.