POSITION: Full Time Juvenile Probation Officer

DEPARTMENT: Madison County Unified Courts – Juvenile Probation Department

JOB CATEGORY: PAT(Pro/Admin/Tech) FLSA STATUS: Non-Exempt

SALARY: $41,079-$75,561- Based upon approved Indiana Salary Schedule for Probation Officers

To perform this position successfully, applicants must be able to perform each essential duty satisfactorily. The

requirements listed in this document are representative of the knowledge skill, and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants should possess skills in the core competencies of Probation.

Incumbent serves as a Juvenile Probation Officer for the Madison County Unified Courts – Juvenile Probation

Department with major responsibility for the assessment and supervision of juveniles both alleged and adjudicated to

be delinquent. Specific responsibilities and duties are assigned at the direction of the Chief Probation Officer and are

subject to change based on department needs.

**Position Minimum Qualifications:**

* Applicants shall be at least twenty-one (21) years of age; an American citizen; possess a valid driver’s license; be of good moral character; and be able to pass a background check and drug screen.
* Applicants shall have a bachelor’s degree from an accredited college or university with a preferred major in criminal justice, psychology, social work, sociology, or a related field.
* Applicants should have a practical understanding of human behavior and adolescent development and the ability to apply such knowledge in specific situations.
* Applicants shall have a Probation Officer certification and Indiana Youth Assessment System Certification (IYAS) or be able to obtain said certifications.
* Applicants shall be willing and able to conduct home and/or field visits of probationers as required and acquire self-defense knowledge and skills; be willing to collect urine and/or saliva samples for substance screening.

**Essential Duties:**

* Assesses the risk and needs of youth and families; makes appropriate recommendations to the court and other agencies and assists in referring youth to the appropriate services.
* Conducts preliminary inquiries and pre-dispositional interviews, preparing written reports and case plans as required by law.
* Supervises and assists juvenile probationers consistent with court-imposed probation conditions; including home visits, field visits and drug screening.
* Maintains accurate records and complete documentation of all assigned cases and furnishes records and reports to the court as required or requested.
* Files Petitions and Motions in accordance with departmental policy and provides testimony in court for delinquency proceedings.
* Gathers information and makes detention and alternative to detention decisions for youth taken into custody.
* Participates in on going professional development including a minimum of twelve (12) training hours per year with a minimum of six (6) hours in evidence-based practices.
* Performs other related duties as assigned and in accordance with Indiana Probation Standards and departmental policy and procedure.
* Maintains confidentiality and abides by the Code of Judicial Conduct.

**WORK SCHEDULE:** Typically, Monday through Friday with some afternoon and evening hours; the applicant must be

willing to be flexible to accommodate court and probationer/family needs. Applicant must be willing to be “on call”

on a rotating basis and participate in special projects that may take place in the evening or on weekends.

Interested person should apply by submitting an application, signed cover letter, a resume and at least three, non-relative, professional references to the following:

Madison County Juvenile Probation Department

3420 Mounds Road, Anderson, IN 46017-1873

Attention: Office Manager, Tina Thomas OR

Email: tlthomas@madisoncounty.in.gov Subject: Notice of Open Position