



NOTICE OF JOB OPENING

Department:	MONROE CIRCUIT COURT PROBATION DEPARTMENT																			
Position Title:	Adult Probation Officer																			
Position Summary:	<p>Serves as Probation Officer responsible for conducting investigations and assessments, making recommendations to the courts, utilizing evidenced-based strategies to promote behavioral change, and supervising clients for enforcement of conditions of supervision.</p> <p>Work week is 35 hours. Flexible schedule. Work culture supports work/life balance.</p> <p><u>JOB DUTIES/AREAS OF RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> • Attains professional status with the Court Alcohol and Drug Program, performing all duties as required by the Rules for Court-administered Alcohol & Drug Programs. • Develops individualized case plans according to risk/need assessment. • Addresses behavior change targets using effective strategies. • Identifies clients' social services needs and makes referrals to rehabilitative programs. 																			
Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree from accredited college or university <u>required</u> (any major). • Must not be less than 21 years of age and must be a U.S. citizen. • Prefer experience/training in probation, community corrections, criminal justice, criminology, social work, psychology, sociology, and/or case management. • Must believe that people are capable of positive behavior change. • Must have ability to work as member of a team. • Must have ability to learn and utilize effective correctional practices such as Motivational Interviewing and Effective Practices in Community Supervision (EPICS). • Must have excellent written and verbal communication skills. • Must have valid driver's license. • Must submit to criminal records check. If chosen as a finalist for this position, must submit to pre-employment drug test. 																			
Salary:	<p>2025 MONROE COUNTY PO SALARY</p> <p><u>Above State Minimum</u> Salary Schedule</p> <table border="1"> <thead> <tr> <th>Years PO Experience</th> <th>Annual Salary</th> </tr> </thead> <tbody> <tr><td>0</td><td>\$44,491</td></tr> <tr><td>1</td><td>\$46,683</td></tr> <tr><td>2</td><td>\$51,943</td></tr> <tr><td>3</td><td>\$58,040</td></tr> <tr><td>4-9</td><td>\$59,915</td></tr> <tr><td>10-14</td><td>\$65,903</td></tr> <tr><td>15-19</td><td>\$72,509</td></tr> <tr><td>20+</td><td>\$79,753</td></tr> </tbody> </table>	Years PO Experience	Annual Salary	0	\$44,491	1	\$46,683	2	\$51,943	3	\$58,040	4-9	\$59,915	10-14	\$65,903	15-19	\$72,509	20+	\$79,753	<p>Additional Compensation Above State Minimums</p> <ul style="list-style-type: none"> ➤ County pays employee 3% PERF retirement contribution. ➤ County-operated health clinic for employees and dependents enrolled in County health plan. Office visits and some medications at no cost to employees. ➤ \$150 incentive for annual physical. ➤ Paid parental leave up to six (6) weeks, for up to two (2) times (must be FMLA eligible). ➤ Paid sick leave for serious illness of employee or family member, up to six (6) weeks, for up to two (2) times (must be FMLA eligible).
Years PO Experience	Annual Salary																			
0	\$44,491																			
1	\$46,683																			
2	\$51,943																			
3	\$58,040																			
4-9	\$59,915																			
10-14	\$65,903																			
15-19	\$72,509																			
20+	\$79,753																			
Posted:	Posted December 9, 2024. Accepting resumes until two (2) positions are filled.																			
Submit Resume, Cover Letter and Min. 6 References to:	Linda Brady, Chief Probation Officer Monroe Circuit Court Probation Department 214 West 7 th Street, Suite 200 Bloomington, Indiana 47404 probation@co.monroe.in.us																			