

**Job Title:** Probation Officer

**Employer:** Warren County Probation

**Reports to:** Chief Probation Officer

**Location:** Warren Circuit Courthouse

**Term:** Full Time, Permanent/At-will employment

**Compensation and Benefits:** *varies based on experience/education* (Base \$36,334 - \$70,175)  
<https://www.in.gov/judiciary/probation/files/probation-salary-schedule-2021.pdf>

Group individual or family medical, prescription, dental and vision insurance is available for the employee and eligible dependents. Paid vacation and sick leave available, after a period of employment. Public Service Student Loan Forgiveness Program information is available at:  
<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**Projected Date of Hire:** December 14, 2020

### **JOB REQUIREMENTS AND RESPONSIBILITIES**

**Education:** Bachelor Degree

**Driver's License:** Required

**Attendance:** Mandatory

**Non-Exempt:** Yes

**General Summary of Duties:** An Indiana probation officer is responsible for supervising, monitoring, and assisting probationers and performing other duties assigned by the Circuit Court Judge and Chief Probation Officer.

**Purpose:** An Indiana probation officer provides offenders with necessary evidence-based rehabilitation opportunities that reduce recidivism and foster becoming more productive members of society.

#### **Adult Probation Officer Responsibilities**

Pursuant to I.C. 11-13-1-3 a probation officer shall:

- Conduct prehearing and presentence investigations and prepare reports as required by law
- Assist the courts in making pretrial release decisions.
- Assist the courts, prosecuting attorneys, and other law enforcement officials in making decisions regarding the diversion of charged individuals to appropriate noncriminal alternatives.
- Furnish each person placed on probation under his/her supervision a written statement of the conditions of his/her probation and instruct him/her regarding those conditions.
- Supervise and assist persons on probation consistent with conditions of probation imposed by the court.
- Bring to the court's attention any modification in the conditions of probation considered advisable.
- Notify the court when a violation of a condition of probation occurs.

- Cooperate with public and private agencies and other persons concerned with the treatment or welfare of persons on probation and assist them in obtaining services from those agencies and persons.
- Keep accurate records of cases investigated by him/her and of all cases assigned to him/her by the court and make these records available to the court upon request.
- Collect and disburse money from persons under his/her supervision according to the order of the court and keep accurate and complete accounts of those collections and disbursements.
- Assist the court in transferring supervision of a person on probation to a court in another jurisdiction.
- Perform other duties required by law or as directed by the court.

### **Juvenile Probation Officer Responsibilities**

Pursuant to I.C.31-31-5-4, a probation officer shall, for the purpose of carrying out the juvenile law:

- Conduct such investigations and prepare such reports and recommendations as the court directs and keep a written record of those investigations, reports, and recommendations.
- Receive and examine complaints and allegations concerning matters covered by the juvenile law and make preliminary inquiries and investigations.
- Implement informal adjustments.
- Prepare and submit the predisposition report required for a dispositional hearing under the juvenile law.
- Supervise and assist by all suitable methods a child placed on probation or in the probation officer's care by order of the court or other legal authority.
- Keep complete records of the probation officer's work and comply with any order of the court concerning the collection, protection, and distribution of any money or other property coming into the probation officer's hands.
- Perform such other functions as are designated by the juvenile law or by the court in accordance with the juvenile law.

### **Minimum Qualifications**

- A probation officer shall be at least twenty-one (21) years of age. A probation officer shall be an American citizen.
- A person who submits an application to take the examination for prospective probation officers shall have a baccalaureate degree from an accredited college or university or be in the last semester of a baccalaureate degree program. A person may not serve as a probation officer until he or she has received a baccalaureate degree.
- A person who submits an application to take the examination for prospective probation officers shall be a person of good moral character.
- A person shall take and pass an examination for prospective probation officers prior to employment or within six months from the date that the person is first employed as a probation officer.
  - A person who fails the examination shall be permitted to take the examination a second time. The second examination shall be given at the next available testing date, during which time the person shall not be permitted to serve as a probation officer.

- A person who fails the examination a second time shall not be permitted to take the examination or serve as a probation officer until one year after the second examination.
- A probation officer shall be required to attend an orientation program conducted by the IOCS within one year from the date that the officer is employed.
- The qualifications established by the Judicial Conference of Indiana shall be minimum qualifications only, and a trial court judge may require higher qualifications for probation officers.
- The qualifications established by the Judicial Conference of Indiana shall be effective on July 1, 1984. The qualifications shall not apply to persons who have been certified as eligible to serve as probation officers in Indiana courts prior to July 1, 1984.
- Ability to pass a background investigation and random drug screen, disclosing only controlled substance prescribed by a physician.
- The State of Indiana and Warren County is an E-Verify employer, and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, if hired, your presentation of proper documentation is required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at [www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf). Please note that if you submit a document from list B of form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment.

## Competencies

- Technical
  - An Indiana probation officer should have:
    - Knowledge of available community resources with understanding and skill to use them.
    - An undergraduate degree with a major in criminal justice, social work, psychology or related field.
    - Experience and/or training as Community Corrections Officer or Probation Officer.
    - Knowledge of philosophy, theories, practices in the correctional field and related disciplines.
    - Knowledge of evidence-based practices for use in all interactions with probationers.
    - Working knowledge of local, state, and federal regulations, standard policies, procedures and legal terminology of the justice system.
    - Knowledge of various computer-based skills, including Microsoft Office, e-mail, and a database experience.
- Interpersonal
  - An Indiana probation officer should be:
    - Able to demonstrate qualities of a team player.
    - Able to manage and work with diverse groups and individuals.

- Show qualities of empathy, patience, and adaptability.
  - Effective at communicating orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
  - Someone that can be a motivator and leader.
- **Self-Management**  
An Indiana probation officer should:
    - Demonstrate an ability to work independently with minimal supervision (self-directed).
    - Be flexible, adaptable, and dependable.
    - Be Professional.
    - Have a strong desire to help others.
    - Have the ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct (strong ethics).
    - Be able to Serve on-call and respond to emergencies on a 24-hour basis.
    - Have the ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure (multitask).
    - Be able to occasionally work extended hours, including evenings, and travel out of town for continuing education courses, sometimes overnight. ○ Effectively manage their time.

### **Difficulty of Work**

An Indiana probation officer performs duties that are broad in scope and require the application of sound judgment based upon education, experience, and training. Daily decisions are frequently based upon consideration of several priorities and their potential interrelationships. Judgment is necessary for interpreting individuals' past actions and in adapting standard methods or procedures to fit situations.

### **Working Conditions**

Probation officers perform a majority of duties in a standard office environment, in a courtroom, jail/confinements centers, and probationers' homes, involving sitting, and walking at will, sitting for long periods, pushing/ pulling/lifting objects weighing up to 50 pounds, crouching/kneeling, bending, close and far vision, color perception, keyboarding, handling/grasping objects, speaking clearly, and hearing sound/communication. Probation Officers may be required to work in confined areas or wear protective clothing or equipment, such as latex clothes. Probation Officers may be with or be exposed to violent/irate individuals and respond to situations involving potential harm to self and others.

### **Personal Work Relationships**

Indiana Probation Officers maintain frequent contact with Court Judges, coworkers, victims, probationers and their families, representatives of various public and private agencies, law

enforcement officials and members of the general public for a variety of purposes, including explanation and interpretation of court orders and gaining the cooperation of individuals in situations of potential conflict and controversy. Except as permitting by the Presiding Judge, probation officers are expected to follow the *Indiana Probation Standards*, which includes a *Code of Conduct*. <http://www.state.in.us/judiciary/probation/files/prob-standards-standards.pdf>

The Warren Circuit Court is a drug free workplace and an equal opportunity employer. Employees are subject to a background investigation, random drug screens, and polygraph examinations during hiring and employment. As employees of a judicial officer, employees are subject, in part, to the Indiana Code of Judicial Conduct, which may limit campaigning and political activities, along with speech and conduct. Employees are quasi-state employees, under the exclusive jurisdiction of the Warren Circuit Court Judge.