

POSITION DESCRIPTION
VANDERBURGH COUNTY, INDIANA

POSITION: Probation Officer
DEPARTMENT: Vanderburgh Circuit Court, Adult Probation Department
JOB CLASSIFICATION: PAT V, Minimum salary requirement

SUMMARY

Incumbent serves as Probation Officer for the Vanderburgh County Circuit Court, with major responsibility for the supervision of adult probationers assisting the Court and its officers in decision-making processes.

DUTIES

Supervise and assist adult probationers consistent with Court imposed probation conditions, including furnishing and explaining written statements of such conditions and monitoring probationers' compliance.

Conduct pre-sentence investigations of individuals' past criminal and social histories, verify all information, prepare, and submit reports as required by law.

Maintain accurate records of all cases investigated or assigned by the Court and furnish records and reports to the Court upon request.

Assist the court, prosecutors and law enforcement officials by making recommendations regarding the potential diversion of individuals charged with crimes to appropriate community alternatives.

Recommend to the Court modifications of conditions of probation and notify the Court of probation violations including recommended legal actions. Additionally preparing the necessary paperwork.

Assist individuals on probation to obtain needed services from appropriate public or private substance abuse or mental health treatment agencies and/or welfare agencies, GED education and job training and medical appointments.

Testify before the court regarding probationers' character, attitude and behavior and inform the Court of probationers' status regarding compliance with terms of probation.

Assist with restitution for victims.

Perform drug screens and breathalyzers.

LICENSE AND CERTIFICATION REQUIREMENTS

High School Diploma or GED Equivalent.

Possession of Baccalaureate Degree or be in the last semester of a baccalaureate degree.

Meet the State of Indiana minimum requirements to be a Probation Officer.

Qualified to complete and pass the Probation Officer Certification Exam.

Complete a minimum of 12 hours of Continuing Education annually.

Starting salary: \$47,726

After 6 mos.: \$50,017

Please email resume to Chief Probation Officer Cherie Epley, at cepley@vanderburghgov.org no later than April 8, 2024.