

## **Hendricks County** **Job Description**

**Title:** Juvenile Probation Officer

**FLSA Status:** Non-Exempt

**Department:** Probation Department

**Pay Band:** PAT 3

**Supervisor:** 1) Assistant Chief Probation Officer  
2) Chief Probation Officer

### **PURPOSE OF POSITION:**

Provide supervision of juvenile offenders placed on probation with the goals of providing services that are in the best interest of the child and family, protection of the public, assistance of victims, and the reduction of recidivism, as directed by the Hendricks County Courts. There will be an emphasis on the use of evidence based practices. These duties are pursuant to the Orders of the Hendricks County Judges.

### **ESSENTIAL FUNCTIONS:**

- Supervision duties include, but are not limited to, all activities necessary for monitoring of activity, including monthly meetings with school administration to determine compliance with school policies, substance abuse referrals, urine screens paperwork, record keeping, fee collection, receiving and responding in a timely manner to all telephone, mail, and electronic mail correspondence and contacts, of offenders placed on probation. Supervision duties also include but are not limited to statutorily prescribed duties and requirements in the Indiana Code.
- Court duties include, but are not limited to, all activities necessary for the performance of the Probation Officer in intake, disposition, revocation and placement review.
- Field duties include, but are not limited to home and school visits, home, school and vehicle searches, employment verification, and assisting law enforcement agencies as required.
- Available for after hours calls at any time, to include making detention decisions, making detention arrangements and notifying all parties of court times and details of detainees.
- Proficiency of Odyssey Case Management System.
- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer.
- Complete Indiana Risk Assessment Management Systems and comply with all requirements of INCite.
- Adhere to all policy and procedure manuals of the Hendricks County Probation Department.
- Assist and cooperate with Hendricks County Home Detention, Hendricks County Work Release, Hendricks County Courts, and all other County agencies when requested.

- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.
- Intake duties include, but are not limited to, informing juveniles and their family of charges, prepare pauper attorney requests, collect all required IV-E and background information, make informal/deferral decisions, prepare and file preliminary investigation and recommendations to the court.

**NON-ESSENTIAL FUNCTIONS:**

- Carrying a handgun, taser, and/or chemical spray, and qualify consistent with Sheriff Department guidelines.
- Operate County vehicles in accordance with the laws of Indiana.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Minimum of a Bachelor's Degree from an accredited University, preferably in the Social Sciences.
- Probation Officer Certification from the Indiana Judicial Center.
- I.Y.A.S certification from the Indiana Judicial Center and INcite compliance.
- I.D.A.C.S certification from the Indiana State Police.
- Proficiency with all Windows based programs.
- Proficiency with Odyssey.
- Effective motivational interviewing and interrogation skills.
- Ability to understand Indiana Statutes.
- Ability to effectively and tactfully deal with other people.
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.
- Ability to supervise and control irate, intoxicated, mentally ill, and violent offenders placed on probation.

**RESPONSIBILITY:**

Knowledge is extremely broad in scope. Work is guided by customary practices and theoretical principles that must be interpreted and applied to meet specific situations and problems. Work is generally performed under accepted guidelines that are unclear or not well stated and require use of independent judgment in selection and interpretation. Work is complicated and non-standard in nature. Several manuals, policies, guidelines, and agencies are available as sources of information in assisting in the performance of duties. Probation Officers determine their own priorities and accomplish duties and assignments according to accepted schedules. Individual must at all times exercise sound judgment in the dealing with the public, attorneys, other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

**WORKING RELATIONSHIPS:**

In addition to daily interaction with fellow Probation Officers and staff, a working relationship must be maintained with various governmental and judicial agencies, law enforcement agencies, schools, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work is performed in an office environment and the Court, as required. The nature of the work carries the risk of serious physical injury and death caused by people and/or animals. Working and receiving phone calls after normal business hours is to be expected and required.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Juvenile Probation Officer for the Probation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

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Applicant/Employee signature

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Date

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Print or Type name