

# HENDRICKS COUNTY PROBATION DEPARTMENT



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**Director**  
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## HENDRICKS COUNTY ADULT LINE PROBATION OFFICER POSITION AVAILABLE

**Position:** The Hendricks County Probation Department is accepting resumes for an adult line probation officer position. The position requires the applicant to be CSAMS certified or have current "professional status" for Court Based Alcohol and Drug Programs. Salary is commensurate with the Indiana Judicial Center Guidelines.

### Hendricks County Job Description

<b>Title:</b>	Probation Officer	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Probation Department	<b>Pay Band:</b>	PAT 3
<b>Supervisor:</b>	Director of Probation	<b>Date Prepared:</b>	1/27/12

#### **Purpose of Position:**

Provide supervision of offenders placed on probation with the goals of 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, 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 sentencing, revocation, and intake.
- Field duties include, but are not limited to home visits, home and vehicle searches, employment verification, bar checks, and assisting law enforcement agencies as required.
- Conduct criminal record checks through I.D.A.C.S.
- Proficiency of Odyssey Case Management System.

- Comply with Indiana Judicial Center requirements for a Court Based Alcohol and Drug Program including C.S.A.M.S. certification or professional status.
- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer and Court Based Alcohol and Drug Program.
- 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.
- Adhere to Personnel Policies adopted by the Hendricks County Courts for 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.

**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 & 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.
- C.S.A.M.S. or Professional Status certification from the Indiana Judicial Center.
- I.R.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.