



NOTICE OF JOB OPENING

Department:	MONROE CIRCUIT COURT PROBATION DEPARTMENT
Position Title:	PROBATION OFFICER ASSISTANT. PART TIME – 15-20 hours per week. Flexible schedule, ability to schedule work hours around college class schedule. Ideal applicant will have ability to work, at minimum, two (2) consecutive college semesters. Morning shift: Monday – Friday, starts at 7:00 AM, ends 11:00 AM Afternoon shift: Monday –Thursday, starts 2:00 PM , ends 5:00 PM.
Position Summary:	Serves as Probation Officer Assistant (POA) for Probation Department, responsible for administering drug tests including observed urine drug tests with clients of the same gender/gender identity, completing/maintaining records, and performing clerical duties. <u>DUTIES</u> <ul style="list-style-type: none"> • Administers and documents chemical tests for drugs/alcohol according to departmental guidelines and rules established by the Judicial Conference of Indiana. • Conducts observed urine drug tests with clients of the same gender/gender identity. • Conducts check-ins of clients/program participants of the Day Reporting Program. • Performs various clerical duties. Answers telephone/switchboard. • Completes documentation/data entry in departmental case management systems.
Qualifications:	<ul style="list-style-type: none"> • High School Diploma or equivalent required. Completion of at least one year of college preferred. • Must believe that people are capable of positive behavior change, • Must be able to work well with public. • Must have ability to organize several duties and meet deadlines with good time management skills. • Must be able to work in a team environment. • Must submit to criminal records check. If chosen as a finalist for this position, must submit to pre-employment drug test.
Salary:	2024: Starting \$21.08/hour ; after 1 year \$22.25/hour; after 3 years \$23.42/hour. Approved for criminal justice internship (students enrolled in college criminal justice internship classes may receive class credit for work performed in this job).
Posted:	Resumes accepted until all positions are filled. Posted March 5, 2024.
Email Resume, Cover Letter & Minimum Three (3) References:	Linda Brady, Chief Probation Officer , Monroe Circuit Court Probation Department 214 West 7 th Street, Suite 200 Bloomington, IN 47404 Email documents to: lbrady@co.monroe.in.us
For Additional Information:	See Probation Department website including Annual Reports www.co.monroe.in.us/probation

**Department Hours: Monday, Tuesday, Wednesday, and Thursday 8:00 a.m. to 5:00 p.m.
Friday 8:00 a.m. to 4:00 p.m.**

**Community Corrections Hours: Monday – Thursday 7:00 a.m. to 7:00 p.m.
Friday 7:00 a.m. to 4:00 p.m.**

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**