



## NOTICE OF JOB OPENING

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| <b>Department:</b>                                                | <b>Monroe Circuit Court Probation Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| <b>Position Title:</b>                                            | <b>Field Officer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| <b>Position Summary/Job Duties &amp; Areas of Responsibility:</b> | <p>Serves as Field Officer for the Probation Department.<br/>Work week is 35 hours. Flexible schedule. Work culture supports work/life balance.</p> <p><b>JOB DUTIES/AREAS OF RESPONSIBILITY:</b></p> <ul style="list-style-type: none"> <li>• Job requires flexible, non-traditional work schedule including evenings and weekends.</li> <li>• Will be "on call" via cell phone to respond to after-hours program violations.</li> <li>• Serves as a field officer for supervision of individuals who are court-ordered to Home Detention, Electronic Monitoring, Day Reporting, and/or Problem Solving Court programs.</li> <li>• Work performed primarily in the field (i.e., at homes/school/workplaces of program participants).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| <b>Qualifications:</b>                                            | <ul style="list-style-type: none"> <li>• High School Diploma or equivalent required.</li> <li>• Must not be less than 21 years of age.</li> <li>• Must have valid driver's license.</li> <li>• Must believe that people are capable of positive behavior change.</li> <li>• Prefer experience/training in probation, community corrections, criminal justice, criminology, psychology, sociology, social work, correctional facilities, secure detention, security services, and/or law enforcement.</li> <li>• Ability to work as member of a team.</li> <li>• Ability to work evening and weekend hours.</li> <li>• Must have excellent written and verbal communication skills, with ability to effectively communicate with program participants, their families/house-mates, and the public.</li> <li>• Must have working knowledge of the Microsoft Office Suite (Word, Excel, Outlook) with ability to learn other computer programs.</li> <li>• Must submit to criminal records check. If chosen as a finalist of this position, must submit to pre-employment drug test.</li> </ul>                                                                                                                                                                                                                                                                                                     |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| <b>Salary</b>                                                     | <p>Based on full time <b>35 hour work week. (CIV POLE B)</b></p> <table> <tr> <td><b>2024 Entry (no Monroe County Government work experience)</b></td> <td><b>\$40,623 (\$22.32/hour)</b></td> </tr> <tr> <td><b>2025 Entry (no Monroe County Government work experience)</b></td> <td><b>\$41,915 (\$23.03/hour)</b></td> </tr> <tr> <td>After 1 year Monroe County Government experience</td> <td>\$44,245 (\$24.31/hour)</td> </tr> <tr> <td>After 3 years Monroe County Government experience</td> <td>\$46,574 (\$25.59/hour)</td> </tr> <tr> <td>After 8 years Monroe County Government experience</td> <td>\$48,449 (\$26.62/hour)</td> </tr> <tr> <td>After 14 years Monroe County Government experience</td> <td>\$50,305 (\$27.64/hour)</td> </tr> <tr> <td>After 20 years Monroe County Government experience</td> <td>\$51,707 (\$28.41/hour)</td> </tr> <tr> <td>After 25 years Monroe County Government experience</td> <td>\$53,108 (\$29.18/hour)</td> </tr> </table> <p><b>Full time position with Monroe County Government fringe benefits.</b></p> <ul style="list-style-type: none"> <li>➤ County pays employee 3% PERF contribution.</li> <li>➤ County health clinic for employees and dependents enrolled in County health plan. Office visits and some medications at no cost to employees. \$150 incentive for annual physical.</li> <li>➤ Paid family leave.</li> </ul> | <b>2024 Entry (no Monroe County Government work experience)</b> | <b>\$40,623 (\$22.32/hour)</b> | <b>2025 Entry (no Monroe County Government work experience)</b> | <b>\$41,915 (\$23.03/hour)</b> | After 1 year Monroe County Government experience | \$44,245 (\$24.31/hour) | After 3 years Monroe County Government experience | \$46,574 (\$25.59/hour) | After 8 years Monroe County Government experience | \$48,449 (\$26.62/hour) | After 14 years Monroe County Government experience | \$50,305 (\$27.64/hour) | After 20 years Monroe County Government experience | \$51,707 (\$28.41/hour) | After 25 years Monroe County Government experience | \$53,108 (\$29.18/hour) |
| <b>2024 Entry (no Monroe County Government work experience)</b>   | <b>\$40,623 (\$22.32/hour)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| <b>2025 Entry (no Monroe County Government work experience)</b>   | <b>\$41,915 (\$23.03/hour)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| After 1 year Monroe County Government experience                  | \$44,245 (\$24.31/hour)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| After 3 years Monroe County Government experience                 | \$46,574 (\$25.59/hour)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
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| After 14 years Monroe County Government experience                | \$50,305 (\$27.64/hour)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| After 20 years Monroe County Government experience                | \$51,707 (\$28.41/hour)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| After 25 years Monroe County Government experience                | \$53,108 (\$29.18/hour)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| <b>Posted:</b>                                                    | Applications taken until positions filled. <b>POSTED: November 12, 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |
| <b>Submit Resume, Cover Letter &amp; Min. 6 References to:</b>    | Linda Brady, Chief Probation Officer<br>Probation Department, 214 West 7 <sup>th</sup> Street, Suite 200, Bloomington, Indiana 47404<br><a href="mailto:probation@co.monroe.in.us">probation@co.monroe.in.us</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                 |                                |                                                                 |                                |                                                  |                         |                                                   |                         |                                                   |                         |                                                    |                         |                                                    |                         |                                                    |                         |