



DEARBORN COUNTY COURT SERVICES
HOOSIER SQUARE · 215 W. WILLIAMS STREET · LAWRENCEBURG, IN 47025
PHONE (812) 532-3255 · FAX (812) 532-3220

Position Title: Probation Officer / Community Corrections Case Manager (Full-Time)

Location: Dearborn County, Indiana

Department: Dearborn County Court Services.

Job Summary:

Dearborn County Court Services is seeking a highly motivated and detail-oriented individual for the position of **Probation Officer / Community Corrections Case Manager**. The successful candidate will be responsible for supervising, monitoring, and assisting probationers and participants in community corrections programs, including probation, home detention, and pretrial services. The position requires strong communication skills, the ability to maintain detailed case records, and a commitment to helping individuals successfully reintegrate into the community while ensuring compliance with court orders.

Key Responsibilities:

Supervise and monitor probationers and/or home detention participants, conducting regular meetings to assess progress and compliance with court orders.

Maintain accurate and up-to-date case files for all assigned probationers/participants, including comprehensive computer documentation.

Prepare and submit reports to the court regarding probationer/participant status upon request.

Conduct Pre-Sentence Investigations (PSIs) as assigned by the court.

Perform Risk Assessments using the Indiana Risk Assessment System (IRAS) and develop individualized rehabilitative case plans based on assessment findings.

Provide evidence-based case management services to support the rehabilitation of probationers/participants.

Facilitate evidence-based groups for offenders in probation, home detention, and/or Jail Chemical Addictions Program (JCAP).

Collect and analyze urine sample results for drug screening to ensure compliance with substance use requirements.

Conduct home visits in coordination with field officer supervisor and local law enforcement to verify compliance with probation and home detention conditions.

File violation reports with the court as necessary and assist with modifications to probation terms.

Collaborate with treatment providers, family services, and other community agencies to ensure comprehensive support for probationers/participants.

Uphold and enforce all court orders to ensure probationers/participants meet the conditions of their sentencing and rehabilitation requirements.

Other duties within Dearborn County Court Services as assigned.



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Qualifications:

Education: Bachelor's degree from an accredited college or university is preferred (or the ability to obtain within 2 years of employment).

Experience: Previous experience in probation, law enforcement, social work, or a related field is preferred.

Age: Must be at least 21 years of age.

Certification: Must possess or be able to obtain Probation Officer Certification through the Indiana Judicial Center within a specified timeframe.

Other Requirements:

- U.S. citizenship.
- Valid driver's license.
- Ability to pass a physical examination and drug screening.
- Ability to meet all hiring requirements of Dearborn County Government.

Salary- Based on the Indiana Probation Officer Salary Scale

Application Instructions:

Interested candidates should submit a completed Dearborn County Employment Application, which may be obtained from the Dearborn County Human Resource Department, Monday through Friday, 8:30 a.m. to 4:30 p.m.

Resumes and applications must be submitted to Steve Kelly at skelly@dearborncounty.in.gov. The application deadline is **4:30 p.m. on December 6, 2024**.
