

**Job Posting
Dearborn County Court Services
Probation Officer (Full-time)**

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

Work: As Assigned

Qualifications:

Preferred Bachelor's Degree from an Accredited University or College (or ability to obtain within 2 years)
Must be Twenty-One (21) years of age
Possession or the ability to obtain Probation Officer Certification through the Indiana Judicial Center
Ability to meet all hiring requirements of Dearborn County Government
Must be a U.S. Citizen
Must possess a valid Driver License
Must be able to pass a physical examination and a drug test.

Probation Officer (Community Corrections Case Manager) Duties:

Supervises, monitors, and communicates with probationers and/or home detention participants including regular meetings.
Maintain records on probationers/participants, including updating and maintaining computer documentation on probationers.
Provide reports regarding probationers/participants to the courts upon the court's request.
Prepare Pre-Sentence Investigations as requested by the courts.
Conducts Risk Assessments on probationers/participants through the Indiana Risk Assessment System (IRAS) and develops rehabilitative case plans based on said Risk Assessments.
Provides Evidence-Based Case Management on probationers/participants based on the IRAS.
Help facilitate Evidence Based Groups for offenders on probation, home detention, work release, or in JCAP.
Collect Urine Samples on probationers for Urine Drug Screen Analysis.
Conduct home visits on probationers/participants in conjunction with local law enforcement officer's to ensure the probationer is complying with his/her conditions of probation and or SERCC rules.
File Request for Violations of Probation and/or Home Detention with the court and other court documents modifying the probationer's terms. Notify the court when a violation of probation or home detention occurs.
Communicate with local treatment providers, family services, and other agencies in regard to the probationer's/participant's court orders.
Follow court orders to ensure the probationer is following the terms of his/her sentencing order.

Application: Candidates can obtain a Dearborn County Employment Application from the Dearborn County Human Resource Department, Monday-Friday from 8:30am-4:40pm. Please send resumes to Steve Kelly at skelly@dearborncounty.in.gov or fax to: 812-532-3220.