

**POSITION OPENING
ADULT/JUVENILE PROBATION OFFICER**

LaGrange County is seeking applications for a Full-Time Adult Probation Officer for LaGrange Circuit and Superior Courts. This position is a grant funded position.

Incumbent will be responsible for conducting pre-sentence investigations, making recommendations to the Court, and supervising probationers for enforcement of Court orders and probation terms.

Conducts preliminary and pre-sentence investigations and prepares reports of probationers' personal data for the Court, including criminal, social and substance abuse histories.

Supervises, monitors and assists probationers in complying with court-imposed probation conditions, including reviewing and signing rules of probation.

Maintains accurate records of all cases investigated or assigned by the Court and furnishes records and reports to the Court upon request. Assists Court with sentencing alternatives and community corrections.

Cooperates with public and private agencies and assists individuals on probation in obtaining needed services from appropriate public or private treatment and/or welfare agencies.

Testifies before the Court regarding probationer's character, attitude and/or behavior, and informs the Court of probationer's status regarding compliance with terms of probation, recommending modifications and/or legal action as necessary.

Maintains frequent communication with various individuals/agencies regarding assigned probationers, including attorneys, Prosecutor, counselors, crime victims, courts, and law enforcement personnel.

Gathers data required by the grant and reports it in a timely manner.

Conducts criminal records checks for out-of-county Probation departments as requested. Serves as Probation Officer for clients transferred from other counties, completing reports and evaluations as required. Maintains contact with Probation Officers in other counties to assess offenders transferred out of LaGrange County jurisdiction.

Answers telephone, determining nature of call, providing information and assistance, taking messages and/or directing calls to appropriate individual or department.

JOB REQUIREMENTS:

Baccalaureate Degree in Criminal Justice, Social or Behavioral Sciences, or related field.

State certification as Probation Officer with continuing completion of all certification requirements.

Must be at least 21 years of age.

Ability to meet all Department hiring requirements, including passage of a written exam and a drug test.

Thorough knowledge of all local, state, and federal laws applicable to probation operations, with ability to apply and enforce regulations as needed.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, Courts, Child Protective Services, treatment providers, offenders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Serves on-call and responds to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

Interested persons may obtain an application at the Auditor's office in the County Annex Building located at 114 W. Michigan, St., LaGrange, Indiana 46761 or online at www.lagrangecounty.org. Applications accepted at khopper@lagrangecounty.org until the position is filled.

LaGrange County is an Equal Opportunity Employer.