

**FULL TIME POSITION  
Probation Officer  
Probation Department**

**APPLICATIONS TAKEN UNTIL Position is Filled**

Position Available: August 28, 2024

Please submit a copy of your Resume with qualifications and a county job application to

Emily Anderson  
Delaware County Court Administrator  
3100 S. Tillotson Ave., Ste. 190  
Muncie, Indiana 47302

*A job application is available in the Human Resources Office, 3<sup>rd</sup> Floor, County Building 100 W. Main Street, Muncie, Indiana, 47305. A printable job application is available on line at: <https://www.co.delaware.in.us/> under the Human Resources tab.*

**NOTE: All county applications must be submitted for filing reference in the Human Resources Office as well as delivered to the above. If you are a county employee, you must still complete a county application to attach to your Resume.**

**Job Description Attached**

Pay:

County Employee Transferring to Position: Pay according to Indiana Salary Schedule for Probation Officers – see attached

New Employee: Pay according to Indiana Salary Schedule for Probation Officers – see attached

This is a grant funded position.

Benefits include life, health, vision, and dental insurance as well as PERF.

## 2024 MINIMUM SALARY SCHEDULE FOR PROBATION OFFICERS

### Judicial Conference of Indiana

<u>Probation Officer Base Salary</u>		<u>Administrative Stipend Based on Number of Probation Officers in the Probation Department</u>				
Years of Experience	Minimum Annual Salary	1-3	4-8	9-15	16+	
0	\$ 41,079	Chief Probation Officer*	\$5,000	\$7,500	\$10,000	\$15,000
1	\$ 44,221					
2	\$ 49,193	Assistant Chief Probation Officer*			\$5,000	\$10,000
3	\$ 54,979					
4-9*	\$ 56,770					
10-14*	\$ 62,448	Supervisor Probation Officer*				\$5,000
15-19*	\$ 68,694					
20 +*	\$ 75,561					
<b><u>NOTE:</u></b> The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.						

\*Probation officers having a master’s or doctorate degree from an accredited college or university in a relevant course of study as determined by the supervising judge and a minimum of 5 years as an Indiana probation officer shall receive an additional 5% of their base salary each year. For example, the minimum salary for a probation officer with 5 years of experience in 2024 would be \$56,770. If that officer had a master’s degree, then the minimum salary would be \$59,609 in 2024.

- ◆ As used in this schedule, salary means the gross salary paid to a probation officer and does not include the employer’s contributions to PERF/retirement program, disability, medical or other insurance programs, or deferred compensation.
- ◆ In the years following the implementation of the schedule, the Indiana Office of Court Services will provide each chief probation officer with a revised Minimum Salary Schedule based on the pay increase awarded to state judicial employees. This schedule will be provided in time to prepare the next year’s budget. The salaries for **all** probation officers shall be adjusted to meet the schedule provided each year.
- ◆ The salary schedule was effective beginning January 1, 2004 for full time probation officers. Part-time probation officers shall be paid according to the schedule on a pro rata basis. In each year following the implementation of the 2004 schedule, the revised schedules are effective January 1. Years of service are determined according to I.C. 5-10.3-7-2 for part-time probation officers.
- ◆ Departments shall not reduce the salaries of probation officers who are paid above the minimum salary schedule.
- ◆ Departments that do not comply with the Minimum Salary Schedule will not be permitted to send new probation officers to orientation. The probation officer’s supervising judge must affirm compliance with the minimum salary schedule for purposes of orientation.



# Delaware County Job Description

<b>Job Title</b>	Probation Officer	<b>EEO Classification</b>	Professionals
<b>Department</b>	Probation	<b>EEO4 Function</b>	Corrections
<b>Supervisor</b>	Chief Probation Officer/Supervisor Probation Officers/Board of Judges	<b>Job Grade</b>	
<b>Work Schedule</b>	8:30 am – 4:00 pm, M-F	<b>Status</b>	Full-time
<b>FLSA Status</b>	Nonexempt, Comp/OT Eligible	<b>Position Type</b>	Hired
<b>Job Category</b>	POLE (Protective Occupations, Law Enforcemnt)	<b>Effective Date</b>	8/7/2007

*To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and abilities required. Delaware County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.*

## **RELATIONSHIPS**

Reports to: Chief Probation Officer/Supervisor Probation Officers/Board of Judges  
Subordinate Staff: None

Other Internal Contacts: Prosecutor's Office, Public Defender's Office, Delaware County Community Corrections, Court Staff, Delaware County Jail Staff

External Contacts: Court Staff in other counties, Law Enforcement Agencies, Probation Department in other counties, Service Providers, Indiana Department of Corrections, Indiana Office of Court Services, General Public

## **JOB SUMMARY**

Probation officers are responsible for supervising and supporting individuals who have been placed on probation as an alternative to incarceration. The primary role is to ensure that probationers comply with court-ordered terms and conditions of their probation through conducting regular meetings with probationers to monitor their progress, address any challenges, and provide guidance and resources to help them successfully reintegrate into society. Key tasks include conducting risk and needs assessments, creating case management plans, connecting probationers with appropriate services such as counseling,

job training, or substance abuse treatment, and monitoring their progress through regular meetings and home visits. Probation officers also liaise with the court, providing updates on probationers' progress and making recommendations for modifications or violations. A probation officer's ultimate goal is to promote public safety while supporting the rehabilitation of individuals on probation.

## **JOB DOMAINS**

The job domains of a probation officer encompass a variety of responsibilities, which can be organized into the following categories:

1. Supervision: Monitor and enforce compliance with court-ordered probation conditions, conducting regular check-ins, home visits, and drug testing as required. Intervene when necessary to address violations or concerns.
2. Assessment: Conduct risk and needs assessments to determine the appropriate level of supervision and support required for each probationer, identifying potential challenges and areas for growth.
3. Case management: Develop and implement individualized case management plans that outline probationers' goals, responsibilities, and required services or interventions.
4. Resource coordination: Connect probationers with relevant community resources, such as substance abuse treatment, mental health services, educational programs, or employment assistance, to facilitate successful reintegration into society.
5. Court liaison: Maintain open communication with the court system, providing regular updates on probationers' progress, submitting written reports, and attending court hearings to make recommendations or provide testimony as needed.
6. Prepare a preliminary inquiry (PI), pre-dispositional report (PDR), and presentence investigation (PSI) report when required by statute and/or when ordered by the court.
7. Crisis intervention: Respond to and address crises or emergencies involving probationers, such as mental health or substance abuse issues, collaborating with other professionals or agencies as necessary to ensure the safety and well-being of all involved parties.
8. Documentation and recordkeeping: Maintain accurate and up-to-date case files, documenting all interactions, assessments, interventions, and outcomes in accordance with agency policies and legal requirements.
9. Professional development: Pursue ongoing training and education to stay current on best practices, trends, and developments in the field of probation and community supervision as well as stay compliant with Indiana Office of Court Services standards.
10. Interagency collaboration: Work collaboratively with other criminal justice and community organizations, such as law enforcement, social services, and treatment providers, to coordinate services and support for probationers.
11. Public safety and community outreach: Promote public safety through effective supervision and intervention strategies, while also engaging in community outreach efforts to educate and inform the public about the role and responsibilities of probation officers.
12. Perform other duties as assigned.

These job domains encompass the diverse range of tasks and responsibilities that probation officers must navigate in their efforts to support probationers, enforce court-ordered conditions, and contribute to public safety and rehabilitation.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of Indiana Criminal Code, probation statutes, and Indiana Probation Standards.
2. Understanding of legal and ethical guidelines governing probation work.
3. Cultural competency and sensitivity to diverse populations.
4. Ability to work independently and as part of a team.
5. Strong problem-solving and decision-making abilities.
6. Ability to maintain professional boundaries and confidentiality.
7. Understanding of the principles of restorative justice and offender rehabilitation.
8. Excellent verbal and written communication skills.
9. Effective time management and organizational skills.

### **WORKING CONDITIONS**

1. Most work is performed in a standard office environment or secure correctional facilities.
2. Possibility of irregular work hours, including evenings and weekends as required by caseload or specific situations including contact from law enforcement, court, and jail personnel.
3. Potential for frequent court appearances and testimony.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

1. Applicant must be at least 21 years of age and be an American citizen.
2. Bachelor's degree from an accredited college or university.
3. Successful completion of the Indiana Probation Officer Certification Examination preferred. Employment conditional upon completion and passing of the exam within 6 (six) months of hire.

### **PROFICIENCY**

1. It may take up to six (6) months to become proficient in this job.
2. Employee should stay current with state, local, and federal law and statutes as well as the Indiana Probation Standards and adhere to the same to ensure continued proficiency in the position.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES TO BE PERFORMED, BUT DOES NOT EXCLUDE OTHER OCCASIONAL WORK PROJECTS OR DUTIES AS ASSIGNED BY SUPERVISORS. THIS JOB DESCRIPTION IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

**DOCUMENT HISTORY**

<b>Initial Document</b>	<b>Original Author: Amy Hall</b>		<b>Title: HR Director</b>	
	<b>Department: Human Resources</b>		<b>Date Drafted: 11/23/09</b>	
<b>Change History</b>	<b>Revision</b>	<b>Description of Changes</b>	<b>Approval Date</b>	<b>Approved By</b>
	0	Original document	8/7/07	
	1	Transfer to new template	6/1/10	
	2	Update document	5/15/2023	Pam McCammon

*The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.*