



WHITLEY COUNTY GOVERNMENT

POSITION:	Adult Probation Officer
STATUS:	Full-time/Non-exempt
WORK SCHEDULE:	8:00 a.m. – 4:30 p.m., M-F
JOB CATEGORY:	SO (Special Occupations)
2024 SALARY:	According to the Salary Schedule for Probation Officers
FRINGE BENEFITS:	Medical, dental & vision, group & voluntary life, Public Employees Retirement Fund, deferred compensation plans, competitive PTO, and various paid holidays
EDUCATION REQUIRED:	Baccalaureate Degree from accredited college or university; major in Criminal Justice, Social Work, or related field

Responsibilities: Supervise offenders, including sex offenders, on probation using the eight principles of effective intervention, perform field visits and searches, complete pre-sentence investigation reports, conduct drug and alcohol testing, complete risk assessments, attend court hearings and testify as needed, and other duties as assigned.

Requirements: Must be 21 years of age and a US citizen. Must be able to obtain Probation Officer certification and Risk Assessment Certification (IRAS). Preference will be given to those who already possess these certifications. Must have a valid driver's license and demonstrated safe driving record. Must have excellent writing and communication skills. Must be able to work evening and weekend hours, travel to trainings which require over-night stays, and be able to work in a team environment.

For a complete list of Job Duties and Requirements, please see the **Complete Job Description** that can be found **here**: [1724329558_32786.pdf \(in.gov\)](#)

All applicants are required to complete a Whitley County Employment Application that can be found here: [1647444628_7589.pdf \(in.gov\)](#)

Applications/resumes will be accepted until the position is filled.

Please email applications/resumes to:

ebeber@whitleygov.com

Whitley County Government is an Equal Opportunity Employer and does not discriminate upon the basis of race, age, gender, religion, national origin, disability or any other characteristic protected by law. Whitley County will provide reasonable accommodations to qualified individuals with a disability.