

**Grant County  
Position Description**

**Position Title:** Field Officer

**Department:** Court Services (Community Corrections/Probation)

**Reports To:** Assistant Director of Community Corrections

**Annual Salary:** \$41,341

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**Purpose of Position:**

Under supervision, performs a variety of duties including monitoring adults currently under the authority of the Grant County Courts and/or Community Corrections Supervision.

**Essential Duties and Responsibilities:**

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Tasks are performed consistent with policy and procedure.***

- Conducts random phone checks, home visits, employment visits, treatment visits, and performs other verification procedures with program participants to establish compliance with program rules
- Administers alcohol and drug testing as required
- Evaluates participant progress while in the field and reports issues and violations to Coordinator and/or Probation Officer
- Monitors compliance with court orders
- Takes appropriate action to locate clients
- Reports and responds to schedule deviations
- Responds to office/field phone calls, messages, and other forms of contacts
- Attends and testifies accurately in court
- Notifies and consults with a supervisor appropriately in exigent circumstances
- Documents accurately and timely contacts (office, court, phone, collateral, etc.) in case management database and keeps file up to date
- Installs and troubleshoots electronic monitoring equipment and software used for offender

Grant County, Indiana  
Position Description – Field Officer

- Exercises good judgment when addressing issues (responds to new information about possible violations in a timely manner and uses good judgment when addressing issues)
- Consults, communicates, and corresponds with criminal justice system (courts, clients' family members, employers of clients, law enforcement agencies, etc.).
- Receives and refers complaints from public to Coordinator.
- Attends staff and training meetings as directed.
- Performs all assigned duties in an ethical and professional manner as detailed in Indiana's Judicial Code of Conduct.
- Placement of clients on monitoring equipment including inspections of equipment and collection of equipment upon termination.
- Cleans and maintains all monitoring equipment, department issued equipment and vehicles.
- Maintains on call phone as directed.
- Performs other related essential duties as required.

**Minimum Training and Experience Required to Perform Essential Duties and Responsibilities:**

High School Diploma or GED.

Shall possess valid Indiana driver's license.

Shall be twenty-one (21) years of age or older.

No felony convictions

(Education, Experience and/or Training in Criminal Justice/Security preferred)

**Special Requirements:**

Ability to qualify and maintain qualification with department issued firearm

Training in defensive tactics

Certification to carry Taser

Certification to carry pepper spray

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions:**

**Physical Requirements:**

- Ability to operate a variety of automated office machines including calculator, copier, computer, telephone system, etc.
- Ability to operate a breathalyzer/Alco-sensor, Taser, office supplied weapon and police radio
- Ability to physically exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or move objects.
- Ability to lift and/or carry weights of twenty pounds.
- Work involves walking/running short distances, getting in and out of vehicle and conducting walk thru in residences.

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and use Descriptive statistics.

**Language Ability and Interpersonal Communication:**

- Ability to comprehend and correctly use a variety of informational documents including department software, excel database, criminal records, arrest rosters, psychological reports, medical reports, police reports, Prosecutor reports, urinalysis reports, intoxicated meter slips, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Indiana Criminal Code, maps, and additional resources.
- Ability to record and deliver information, to explain procedure, maintain confidentiality of restricted information, and to follow instructions.
- Ability to use and interpret legal, counseling, computer, and "street slang" terminology and language.
- Ability to perceive and discriminate colors, sounds, tastes, and odors.
- Knowledge of legal procedures and requirements. Ability to use independent judgment, common sense, and principles of influence, synthesis functions, and conceptual thinking in the performance of tasks.
- Ability to communicate effectively with probationers, Judges, attorneys, law enforcement personnel, outside agency personnel, treatment providers, Court personnel, Prosecutor, supervisor, clerical staff, other counties' Probation Officers, other Grant County personnel, and the general public verbally and in writing.

Grant County, Indiana  
Position Description – Field Officer

**Environmental Adaptability:**

- \* Ability to work effectively in an office environment.
- \* Ability to handle the high degree of stress and potential danger associated with working in an environment with clientele having a known history of violence, substance abuse, hostile behavior, etc.

**Grant County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**