



HOWARD COUNTY GOVERNMENT

Job Posting

Complete an application online at
www.howardcountyin.gov

Howard County Government is an Equal Opportunity Employer

Part-Time Pretrial Probation Officer

The Howard County Probation Department has one opening for the position of part-time Pretrial Probation Officer. All applicants shall meet the following Minimum Qualifications:

1. A probation officer shall be at least twenty-one (21) years of age.
2. A probation officer shall be an American citizen.
3. A person who submits an application to take the examination for prospective probation officers shall have a baccalaureate degree from an accredited college or university or be in the last semester of a baccalaureate degree program. A person may not serve as a probation officer until he or she has received a baccalaureate degree.
4. A person who submits an application to take the examination for prospective probation officers shall be a person of good moral character.
5. A person shall take and pass an examination for prospective probation officers prior to employment or within six months from the date that the person is first employed as a probation officer.
 - a. A person who fails the examination shall be permitted to take the examination a second time. The second examination shall not be given until ninety (90) days after the first examination, during which time the person shall not be permitted to serve as a probation officer.
 - b. A person who fails the examination a second time shall not be permitted to take the examination or serve as a probation officer until one year after the second examination.
6. A probation officer shall be required to attend an orientation program conducted by the Indiana Judicial Center within one year from the date that the officer is employed.
7. The qualifications established by the Judicial Conference of Indiana shall be minimum qualifications only, and a trial court judge may require higher qualifications for probation officers.
8. The qualifications established by the Judicial Conference of Indiana shall be effective on July 1, 1984. The qualifications shall not apply to persons who have been certified as eligible to serve as probation officers in Indiana courts prior to July 1, 1984.

All professional staff members hired after December 31, 2004, must obtain and maintain a Court Substance Abuse Management Specialist (CSAMS) credential*, and will be allowed two (2) years from the date of first hire as a professional staff member to complete the requirements for the CSAMS credential. The Indiana Judicial Center must award the CSAMS credential to each program staff member who provides written evidence of meeting the following minimum requirements:

- (1) A baccalaureate degree from a college or university that is accredited by the Council for Higher Education Accreditation.
- (2) At least nine (9) months of full-time employment experience related to assessment, referral and case management of clients with substance abuse problems.
- (3) The applicant must be employed at an Indiana Judicial Center certified program.
- (4) At least five hundred (500) hours of direct supervision within the last five
- (5) years in the areas of assessment, referral and case management of substance abuse clients, with a minimum of one hundred (100) hours in the area of assessment of clients. The practical training must be supervised by a person who has at least two (2) years experience in the criminal justice field and one (1) of the following:
 - (A) a current CSAMS credential;
 - (B) assessment staff status obtained under subsection (c);
 - (C) a current substance abuse certification recognized by the Division of Mental Health and Addiction or a current addictions counselor license regulated by the Indiana Professional Licensing Agency.

Candidates should have a basic understanding of Evidence Based Practices and Motivational Interviewing. Other important job skills may include: strong computer and writing skills, an ability to work with the public and to motivate people, have the ability to gather and evaluate information, be bilingual, and understand basic court functions. Starting salary is in accordance with the salary schedule for probation officers as established by the Indiana Office of Court Services.

All applicants must complete an employment application

<http://www.howardcountyin.gov/administration/human-resources/employment-opportunities>

and submit along with resume by January 26th, 2026 to:

**Howard County Probation Department
ATTN: Melissa Gilbert
104 N. Buckeye, Room 12
Kokomo, IN 46901**

or

email to Melissa.gilbert@howardcountyin.gov