

<b>Title</b>	Adult Probation Officer
<b>County</b>	Noble
<b>Responsibilities</b>	This position is responsible for supervising offenders who have been ordered to probation supervision. This may include monitoring treatment compliance, conducting clinical screenings, providing oral and written reports to the Court, performing drug testing, testify in court hearings, and working closely with community partners.
<b>Qualifications</b>	<p>Must be an effective and efficient communicator with co-workers, treatment providers, clients, court staff, and other stakeholders. Must be a certified Indiana probation officer or have the ability to obtain certification. Will adhere to all Policies and Procedures of the Noble County Judiciary and Noble County Probation/Community Corrections. Will serve in other duties and assignments as requested/required.</p> <p>More Details including essential duties, responsibilities, and qualifications can be found in the attached job description.</p>
<b>Education</b>	Bachelor's Degree
<b>Salary</b>	<p>Salary is based upon years of experience, minimum salary standards adopted by the Judicial Conference of Indiana, and at the discretion of Noble County Judges</p> <p>What can you expect when you work for Noble County Government?</p> <ul style="list-style-type: none"> <li>• Competitive pay</li> <li>• Benefit package – medical, dental, vision, prescription, LTD/STD packages</li> <li>• Retirement Plan, PERF eligible</li> <li>• Vacation, Personal, and Sick Time</li> </ul>
<b>Apply Before</b>	1-30-2026
<b>To</b>	Interested applicants should apply by e-mailing your cover letter and resume to Noble County Chief Probation Officer Jared Owen
<b>Email</b>	Jared.Owen@nobleco.gov
<b>Street</b>	101 North Orange Street, 2 <sup>nd</sup> Floor
<b>City</b>	Albion
<b>State</b>	IN
<b>Zip</b>	46701

## **POSITION DESCRIPTION COUNTY OF NOBLE, INDIANA**

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, skill and/or ability required. Noble 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 unique hardship.

Incumbent serves as a Probation Officer for the Noble County Probation Department, responsible for conducting pre-sentence investigations, making recommendations to the Court, supervising probationers to ensure compliance with Court orders, and ensure safety of Noble County citizens.

**DUTIES:**

Conducts Indiana Risk Assessments (IRAS), preliminary and pre-sentence investigations, and prepares reports of probationers' personal data for the Court, including criminal, social, and substance abuse histories, and enters data/reports in computer system.

Supervises, monitors, and assists probationers in complying with court-imposed probation conditions, including reviewing and signing rules of probation, administering drug screens and portable breathalyzer tests, conducting home and employment verification checks, and monitoring probationers in programs such as alcohol treatment, mental health counseling, and community service.

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 provides recommendations in the best interest of the probationer.

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's Office, counselors, courts, victims of crime, law enforcement personnel, and Department of Child Services.

Arranges transfer of supervision of probationers to Courts in other jurisdictions and maintains contact  
Adult Probation Officer

with Probation Officers in other counties to assess probationers transferred out of Noble County.

Cooperates with state and federal probation/parole and other units conducting investigations. Serves as Probation Officer for probationers transferred from other counties, completing reports, and evaluations as required.

Develops case plans for individuals placed on probation supervision.

Maintains current knowledge of applicable local, state, and federal laws, rules, and regulations by researching and consulting a variety of legal codes and reference manuals, attending annual State Probation Officer Conference, and completing other professional development workshops, training, and education.

May participate in community activities to further the enhancement of community-based corrections as requested.

Performs duties of co-workers in their absence, or as needed.

Performs other duties as assigned and/or required by law.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Baccalaureate Degree in Criminal Justice, Social or Behavioral Sciences preferred.

Must be at least 21 years of age.

Obtain State of Indiana certification as a Probation Officer including passing the Probation Officer exam within the first 6 months of hire.

Compliance with training requirements for a clinical screening staff member (CSAMS certification).

Possession of or the ability to obtain all required certifications and trainings including but not limited to Indiana risk assessments trainings, defensive tactics, ILEA-approved firearms qualifications, training, CPR/first aid training, and continuing education as required by the Indiana Office of Court Services.

Ability to meet all department hiring requirements including the passage of a written exam, drug screen, polygraph, criminal background check, and psychological exam.

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

Working knowledge of standard policies and practices of Noble County legal process and probation system, with ability to accurately complete required legal reports, make recommendations to the Court, and apply and adapt procedures as cases demand.

Thorough knowledge of treatment programs and services available to clients from government, social, and private agencies, with ability to make referrals and assist clients with programs as needed.

Working knowledge of standard office procedures and Department computer software programs, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of standard English grammar, spelling, and punctuation, and ability to prepare forms, correspondence, and detailed written reports within established deadlines.

Knowledge of standard filing systems and ability to create and maintain department files.

Working knowledge of universal health precautions and blood-borne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Considerable knowledge of community geography and ability to effectively monitor and/or locate probationers, verify and document compliance with program requirements, and take appropriate action in response to violations.

Working knowledge of radio frequencies, codes, procedures, and limitations, and ability to speak clearly and distinctly, hear and be heard, and understood when communicating in person, by radio, or by telephone.

Working knowledge of and ability to effectively apply evidence collection and preservation techniques.

Ability to properly operate standard office and field equipment, such as computer, calculator, telephone/cell phone, copier, fax machine, radio, urine screen equipment, portable breathalyzer, handgun, flashlights, bulletproof vest, search gloves, and pepper spray.

Ability to effectively communicate orally and in writing with co-workers, other county departments, law enforcement agencies, Courts, alcohol/drug 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 comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

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

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compile, compare, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work alone with minimum supervision and with others in a team environment, often under pressure from formal schedules and deadlines, and on several tasks at the same time.

Ability to plan/layout work assignments and count/perform arithmetic operations.

Ability to apply knowledge of people/locations and utilize good judgment in extreme and uncommon situations.

Ability to provide testimony in legal proceedings/court.

Ability to occasionally work extended or irregular hours, evenings and/or weekends, and occasionally travel out of town for training/conferences, sometimes overnight.

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

Ability to serve on call at all hours of the day and night.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible routine and established department policies and practices. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual or unprecedented matters. Incumbent receives indirect or occasional supervision and has a high degree of flexibility on the job. Work is periodically reviewed for soundness of judgment and compliance with legal requirements.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other county departments, law enforcement agencies, other probation offices, offenders, and the public for purposes of exchanging/verifying information, rendering service, providing instruction, and resolving problems.

Incumbent reports directly to the Chief Probation Officer, Assistant Chief Probation Officer, and Lead Adult Probation Officer.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying objects weighing less than 25 pounds, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent may occasionally be required to walk/run up and down stairs, work in extreme hot or cold environments, and subdue an attacking and/or armed individual. Incumbent maintains frequent contact with offenders and may be exposed to irate/hostile persons. Incumbent may work a non-traditional work week with evening, weekend, and/or holiday hours. Incumbent serves on 24-hour on-call basis and responds to emergencies from an off-duty status.

## **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Adult Probation Officer for the Probation/Community Corrections Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_ No\_\_\_\_

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Applicant/Employee Signature

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Date

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Print or Type Name