



EST 1821  
**SHELBY  
COUNTY**  
FOUR CORNERS  
ONE COUNTY

Shelby County Government  
25 West Polk Street  
Shelbyville, Indiana 46176  
Human Resources

[www.co.shelby.in.us](http://www.co.shelby.in.us)

## **VACANCY**

\*Interested applicants must submit a resume **via email** to:  
Human Resources at [dcook@co.shelby.in.us](mailto:dcook@co.shelby.in.us)

**POSITION:** Deputy Director of Court Services

**DEPARTMENT:** Community Corrections Division

**HOURS:** 35 hours weekly

**DUTIES:** See position description below

**REQUIREMENTS:** See position description below

**PAY RATE/CLASSIFICATION:** Salary commensurate with experience/SO.  
Pay is based off the minimum 2026 Judicial Probation Officers Salary Schedule,  
plus the Assistant Chief/Deputy Stipend.

**BENEFITS:** Medical, Prescription, Health Savings Account, Employee Assistance Program, Dental, Vision, Basic Life, and PERF retirement will be available after applicable waiting periods per plan documents. Aflac voluntary benefits are also available. Vacation, Sick, Personal, Bereavement, Holidays, and New Parent Leave, per county handbook.

**POSITION BEGINS:** As soon as possible/To be determined.

**APPLICATION DEADLINE:** Open until filled. **\*Internal applicant deadline: 9/28/26 at 4 p.m.**

*All applicants considered for hire must obtain a criminal history background check and drug screen. If selected for an interview, additional information will be provided at the time of the interview. Equal Opportunity Employer*

**POSITION DESCRIPTION IS ON THE NEXT PAGE**

**POSITION DESCRIPTION  
COUNTY OF SHELBY, INDIANA**

**POSITION: DEPUTY DIRECTOR OF COURT SERVICES**

**DEPARTMENT: SHELBY COUNTY COURT SERVICES**

**WORK SCHEDULE: Monday-Friday – dayshift**

**JOB CATEGORY: S.O. (Special Occupations)**

**STATUS: Full-time**

**FLSA STATUS: EXEMPT**

**APPOINTED BY DIRECTOR OF COURT SERVICES AND/OR SHELBY COUNTY JUDGES**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee 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.

Incumbent serves as the Deputy Director of Shelby County Court Services, managing department personnel and operations, and supervising and assisting individuals on supervision.

**ESSENTIAL DUTIES:**

Performs duties of the Director in his/her absence.

Supervises, manages, and oversees the daily operations of the Shelby County Court Services ensuring compliance with applicable laws, regulations, and programs adopted by Indiana Office of Court Services and the Indiana Department of Correction (IDOC) rules and requirements.

Aid in maintaining department certifications, comply with regulatory and financial requirements, and update Memorandum of Understandings with service providers; including in-house Alcohol and Drug Program.

Supervises and directs assigned personnel, including interview applicants, making hiring recommendations, planning/making work assignments, periodical analysis of workloads, providing orientation, training and corrective instruction, evaluating performance, recommending personnel actions, and maintaining discipline. Develops and implements department policy and procedures. Maintain department personnel records such as hours worked, vacation time, sick days, personal time, certifications, training hours, and disciplinary actions. Develop and/or organize training opportunities for staff.

Aids with regularly scheduled all staff meetings.

Updates and maintains current office policy and procedures.

Aids in preparing department budget consistent with the various funds used by Shelby County Court Services and financially manage the department. Ensures payroll and claim vouchers are correctly completed and authorized.

Aids in creating, writing, and monitoring departmental grants.

Aids in data collection, analysis of data collection, and make recommendations based on data. Prepares data to be shared for community stakeholders.

Prepares and files various documents for court and testifies/make recommendations in court proceedings, including notifying court of community supervision violations.

Maintains current knowledge of applicable local, state, and federal rules/regulations, new developments, technology and trends in the field of community supervision by reading professional publications and periodically attending seminars/conferences.

Uses principles of evidence-based practices as a guide in interactions with program participants and in the development of department programs. Implements and/or maintains evidence-based practices and quality assurance measures throughout the department.

Assist with Evidence Based Program facilitation including: ordering materials, evaluating on-going effectiveness, group audits, and pre/post self-evaluations. Make necessary improvements or changes of in-house programming as necessary to meet the needs of individuals on supervision.

Attends various meetings, provide information as requested on Shelby County Court Services, and serve as department liaison to various meetings/groups, boards, agencies, and councils.

Attends Commissioner's and County Council Meetings as needed. Serves on the Advisory Board and Justice Reinvestment Advisory Committee (JRAC).

Performs duties of Probation Officer/Case Manager by carrying a small caseload of both Adult and Juvenile Offenders.

Performs duties of other staff in their absence.

Serves on 24-hour call for emergencies.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS**

Bachelor's Degree in criminal justice, counseling, psychology, social work, or related field.

Will be/become certified Probation Officer.

Working knowledge of Standard English grammar, punctuation, and spelling.

Certification in all evidence-based tools and assessments required through Shelby County Court Services, Indiana Office of Court Services, and Indiana Department of Corrections.

Ability to use universal health and safety precautions to avoid contamination in high-risk environments.

Thorough knowledge of and ability to make practical applications of counseling or mentoring practices and/or evidence-based principles.

Ability to provide public access to, or maintain confidentiality of, department information and records according to State and Federal requirements.

Ability to comply with all employer and department policies and work rules, including attendance, safety, drug-free workplace, and personal conduct.

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

Ability to effectively communicate orally and in writing with co-workers, other county departments, attorneys, other probation departments, other community corrections departments, community service agencies, victims, individuals on supervision and their families, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision, work on several tasks at the same time, often under time pressure, and complete tasks effectively amidst frequent distractions and interruptions.

Maintain professionalism with the ability to competently serve the public with diplomacy and respect, including encounters with irate/hostile persons.

Must model pro-social behavior at all times and in all places.

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

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.

Proficiency in Microsoft Office Suite including Excel, Word, Outlook, and SharePoint. Ability to operate various standard office equipment.

Possession of a valid Indiana driver's license and demonstrated safe driving record and reliable transportation to effectively perform the duties of this position.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a variety of duties which are broad in scope and require application of sound judgment based on education, experience, and training. Daily decisions are frequently based on consideration of many variables and their potential interrelationships. Guidelines are detailed and well established, requiring independent judgment in adapting to individual cases and situations.

## **III. RESPONSIBILITY:**

Incumbent performs a wide variety of duties which are broad in scope and impact and require consideration of many complex variables and their interrelationships. Guidelines are detailed and well-established, requiring independent judgement in interpreting and adapting to individual cases and situations, and ensuring enforcement of community supervision standards.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other county departments, individuals on community supervision, and their families, attorneys, community service agencies, victims, counselors, court, and law enforcement personnel for purposes of exchanging and explaining information and supervising and assisting individuals on community supervision.

Incumbent reports directly to the Director of Court Services and the Shelby County Judges.

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

Incumbent performs majority of duties in an office environment and in a courtroom, which may involve climbing flights of stairs, lifting/carrying objects weighing under 25 pounds, such as case files, close vision, hearing sound/communication, and exposure to potentially violent/irate individuals. Incumbent occasionally works a weekend, evening and/or extended hours, and occasionally travels out of town for training, sometimes overnight. Responds to emergencies on a 24-hour basis.

*The above position description is not to be construed as an exhaustive list. Other duties associated with the position may be assigned.*

**January 1, 2026 -  
Court Services-Probation Division**

Pay plan is in compliance with the Indiana Judicial Conference "2026 Minimum Salary for Probation Officers" pay matrix.  
Years of service is based on years of Probation Officer experience.

| Position                                | Years of Experience                                                                                                                     | Annual Salary | Advanced Degree                                                                                                                                                                                                                                                               |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Probation Officer                       | 0                                                                                                                                       | 42,311        | *Probation officers having a masters or doctorate degree from an accredited college or university in a relevant course or study as determined by the supervising judge and a minimum of 5 yrs. as an Indiana probation officer shall receive an additional 5% of base salary. |
| Probation Officer                       | 1                                                                                                                                       | 45,548        |                                                                                                                                                                                                                                                                               |
| Probation Officer                       | 2                                                                                                                                       | 50,669        |                                                                                                                                                                                                                                                                               |
| Probation Officer                       | 3                                                                                                                                       | 56,628        |                                                                                                                                                                                                                                                                               |
| Probation Officer                       | 4-9*                                                                                                                                    | 58,473        |                                                                                                                                                                                                                                                                               |
| Probation Officer                       | 10-14*                                                                                                                                  | 64,321        |                                                                                                                                                                                                                                                                               |
| Probation Officer                       | 15-19*                                                                                                                                  | 70,755        |                                                                                                                                                                                                                                                                               |
| Probation Officer                       | 20+*                                                                                                                                    | 77,828        |                                                                                                                                                                                                                                                                               |
| Chief Probation Officer                 | Minimum salary based on number of years of experience plus number of probation officers supervised. In addition to minimum salary above |               |                                                                                                                                                                                                                                                                               |
| Number of probation officers supervised | 1-3                                                                                                                                     | 5,000         | NOTE: The amounts for supervisory roles are <u>in addition</u> to the minimum salary based on years of experience.                                                                                                                                                            |
|                                         | 4-8                                                                                                                                     | 7,500         |                                                                                                                                                                                                                                                                               |
|                                         | 9-15                                                                                                                                    | 10,000        |                                                                                                                                                                                                                                                                               |
|                                         | 16+                                                                                                                                     | 15,000        |                                                                                                                                                                                                                                                                               |
| Asst. Chief Probation Officer           | 9-15                                                                                                                                    | 5,000         |                                                                                                                                                                                                                                                                               |
|                                         | 16+                                                                                                                                     | 10,000        |                                                                                                                                                                                                                                                                               |
| Supervisor Probation Officer            | 16+                                                                                                                                     | 5,000         |                                                                                                                                                                                                                                                                               |
| Bilingual Officer                       |                                                                                                                                         | 3,000         |                                                                                                                                                                                                                                                                               |