

Probation Officer

The Howard County Probation Department has 2 openings for the position of part-time Probation Officer. All applicants shall meet the following Minimum Qualifications as determined by the Indiana Judicial Center:

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.

Candidates should have a basic understanding of Evidence Based Practices with offender populations 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 Judicial Center. Resumes should be submitted by October 7, 2015 to the Howard County Probation Department, ATTN: Dustin DeLong, 104 N. Buckeye, Room 12, Kokomo, IN 46901.

DUSTIN DELONG
CHIEF PROBATION OFFICER
HOWARD COUNTY PROBATION DEPARTMENT

Howard County is an Equal Opportunity Employer