

# Knox County Probation Department

## Notice of Job Opening

<b>Department Name:</b>	<b>Knox County Probation Department</b>
<b>Position:</b>	<b>Juvenile Probation Officer</b>
<b>Description:</b>	<p>Responsible for supervision of juveniles placed on probation or referred to Probation for preliminary investigation. Job requires on call responsibilities.</p> <ul style="list-style-type: none"> <li>• Supervision of juveniles consistent with the conditions imposed by the Court</li> <li>• Performs field visits with juveniles in the community setting (home, school, work)</li> <li>• Complete preliminary inquiry investigations</li> <li>• Conduct drug and alcohol screenings on probationers</li> <li>• Attend meetings with the schools and outside agencies, regarding progress of probationers</li> <li>• Work collaboratively with the schools and outside agencies</li> <li>• Make referrals to other agencies for the treatment and needs of the probationer and their family</li> <li>• Maintain accurate records and input information into State system</li> <li>• Testify in court</li> <li>• Complete assessments required by the State of Indiana</li> <li>• Gather information for securing placements at treatment facilities</li> <li>• Visit juveniles who have been placed in out of home placements</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree from an accredited college or university; Major in Criminal Justice, Social Work or related field preferred</li> <li>• Must not be less than twenty-one (21) years of age</li> <li>• Must be a U.S. citizen</li> <li>• Must have experience working with youth and families</li> <li>• Must have the ability to work as part of a team</li> <li>• Must possess excellent writing and communication skills</li> <li>• Must have knowledge of community resources</li> <li>• Must have a valid driver's license</li> <li>• Must be of good moral character</li> <li>• Must be able to take and pass the Probation Officer exam within 6 months</li> </ul>
<b>Submit Resume:</b>	James Rees, Chief Probation Officer Knox County Probation Department 147 N. 8 <sup>th</sup> Street, Vincennes, IN. 47591
<b>Posted:</b>	October 30, 2023

**Probation Department Hours: Monday through Friday 8:00 a.m. to 4:00 p.m.**