

JOB OPENING

NOBLE COUNTY PROBATION

FULL – TIME POSITION AS CASE MANAGER/PROBATION OFFICER ASSISTANT

The Noble County Probation Office has a job opening for a Community Corrections Case Manager/Probation Officer Assistant. This is a full-time position with competitive pay, retirement package, and medical, dental and vision packages.

DUTIES:

- Provide administrative support to the department
- Pre-trial interviews
- Processing community corrections applications
- Providing supervision to participants
- Assisting Probation Officers by entering progress reports.
- Filing documents
- Assisting with drug screenings.

JOB REQUIREMENTS

- Bachelor Degree in Criminal Justice, Social or Behavioral Sciences, or a related field required.
- Must be an effective and efficient communicator with co-workers, treatment providers, clients, court staff and other stakeholders.
- Must be able to obtain an Indiana certification in the Indiana Risk Assessment system
- Knowledge of cognitive behavioral processes, change and programming.
- Knowledge of standard department practices, procedures, and legal terminology used in Probation/Community Corrections proceedings.
- Ability to meet all departmental hiring requirements including passage of a written exam, drug screen, polygraph, and criminal background check.
- Ability to work flexible hours
- Will serve in other duties and assignments as requested/required

Interested applicants should apply by e-mailing your cover letter and resume to the Noble County Probation Department 109 W Hazel Albion Indiana 46701 jared.owen@nobleco.gov by July 24, 2024 at 4:00 pm.