POSITION VACANCY

APPLICATIONS FOR IN-HOUSE APPLICANTS WILL

BE ACCEPTED NOVEMBER 9, 2026, THROUGH NOVEMBER 13, 2026.

APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED

FROM NOVEMBER 14, 2026, THROUGH JANUARY 14, 2027.

(POSITION IS OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

Apply On-line: https://waynecounty.in.gov/jobs/

JOB TITLE: Probation Officer, #10472

Date Posted:	**November 9, 2026**
Department:	**Probation Department**
Hours:	**37.5 hrs.**
Salary Range:	**$42,312.00 – Salary will be in accordance with the Wayne County Probation salary schedule.**

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. Wayne County provides reasonable accommodation for 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 an undue hardship.

Incumbent serves as Probation Officer for the Probation Department, responsible for supervising, monitoring, and assisting probationers.

DUTIES FOR ADULT OFFICER:

Supervises, monitors, and communicates with probationers, including providing counseling services and meeting regularly with probationers.

Maintains accurate records on cases investigated, including updating and maintaining computer documentation on each assigned probationer, and providing copies to the courts as requested.

Conducts pre-sentence investigations in person or by phone and prepares and files pre-sentence reports as required by law.

Provides each individual with a written statement of the conditions of probation, including reading aloud and explaining the conditions of probation to individuals placed on probation.

Supervises and assists individuals on probation consistent with conditions imposed by the court.

Drafts and files with the courts petitions to revoke probation, petitions to terminate probation, and petitions to release restitution. Prepares and files documents for court hearings.

Notifies the court when a violation of probation occurs.

Monitors and disburses money from individuals under his/her supervision and maintains accurate accounts. Distributes restitution.

Assists the court in transferring supervision of a person on probation to a court in another jurisdiction and accepts or rejects cases from other jurisdictions.

Cooperates with public and private agencies and other persons concerned with treatment of welfare of people on probation and assists them in obtaining services.

Communicates with treatment providers, victims, and other probation, parole, and police agencies to provide information and receive status reports regarding probationers.

Attends criminal and probation-related court hearings and performs duties within the courtroom.

Maintains files, processes paperwork, terminates cases, and files early terminations.

Conducts home (field) visits. Requests home detention evaluations as required.

Observes, administers, and maintains chain of custody of drug screens. Interprets results and compares to prescriptions that probationer may legally take. Maintains confidential files and records for drug screens.

Returns phone calls, listens to voicemail and occasionally records phone calls.

Refers defendants not placed on probation to counseling and community service. Monitors community service hours, community transition cases, and jail sheet credit time/Detention Log.

Monitors conditions of probation for deferred judgment cases as required by court.

Determines and verifies residential and employment conditions for sex offenders.

Provides victim/witness information from the court to the Department of Corrections.

Monitors civil and criminal cases as ordered by the Court with regard to pre-trial releases, appointments, drug screens, and victim contact.

Attends staff meetings, educational sessions, and seminars as required.

Performs duties of co-workers as needed.

Performs related duties as assigned.

Incumbent reports directly to the Assistant Chief Probation Officer.

DUTIES FOR JUVENILE OFFICER:

Supervises, monitors, and communicates with probationers placed on formal and informal probation, including providing basic counseling services and meeting regularly with probationers.

Conducts preliminary investigations with juveniles and parents and prepares pre-dispositional reports.

Maintains accurate files and updates computer records.

Serves as a liaison with other agencies, including making appropriate outside referrals to agencies involved with probationers.

Prepares and files documents for court hearings.

Attends schools to monitor probationers, including reviewing their behavior and attendance.

Reviews cases with juvenile prosecuting attorney and judge and performs duties within the courtroom as needed.

Attends staff meetings and continuing education sessions.

Conducts drug screens for juveniles placed on probation.

Performs duties of co-workers as assigned.

Serves on call on a rotation basis and regularly responds to emergencies from off-duty status.

Performs related duties as assigned.

Juvenile Officer reports directly to the Assistant Chief Probation Officer.

DUTIES FOR COMMUNITY CORRECTIONS OFFICER:

Conducts intake interviews with adult participants and juveniles' participants and parents. Supervises participants in program and maintains frequent communication.

Schedules appointments for evaluations with clients, preparing related reports and filing with courts. Prepares program evaluations for participants and maintains related files, including interviews, daily summary sheets, and investigation records.

Monitors participant's behavior to ensure compliance with program rules and regulations, including conducting field visits. Performs surveillance to ensure participants attend work, community service projects, doctor appointments, and counseling.

Enters court referrals and probation referrals into department software program and utilizes court software to make inquiries on program participants. Prepares various correspondence, forms, and statements and completes required written reports.

Attends staff meetings and training programs as required.

Periodically performs duties of other department personnel in their absence or as needed.

Serves on 24-hour call for emergencies.

Provides testimony in legal proceedings.

Performs related duties as assigned.

Conduct risk assessments of each participant utilizing the Indiana Adult Risk Assessment System.
Use the results of the risk assessment to develop a comprehensive case plan to refer clients to evidence-based programs and services that address the dynamic ciminogenic factors as identified in the assessment.

Communicate with treatment providers regarding client progress in programming.

Schedules and conducts cognitive-behavioral education classes for offenders.

Documents compliance and participation of offenders within program guidelines, including, but not limited to, attendance records, test results, and offender engagement.

Researches and brings to department leadership programs and training that would benefit clients of the agency for possible implementation.

Maintains class materials.

Community Corrections Officer reports directly to the Director of Community Corrections and Alternative Programming.

I. JOB REQUIREMENTS

Baccalaureate degree required with related experience preferred.

Must be at least 21 years of age.

Possession of or ability to obtain Probation Officer certification and risk assessment certification.

Working knowledge of and ability to make practical application of local, state, and federal regulations, and standard polices and procedures of the department.

Working knowledge of English grammar, spelling, and punctuation.

Ability to properly operate standard office equipment, including computer, telephone, typewriter, calculator, printer, copy machine, fax machine and audio/visual equipment.

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/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand and follow oral or written instructions, write notes, and request information or supplies in writing or orally.

Ability to file, post, mail materials, copy data from one document to another, and interview to obtain information.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to provide expert testimony in legal proceedings as needed.

Ability to attend continuing education courses as required.

Ability to occasionally work extended hours, and evenings, and travels out of town for continuing education courses, sometimes overnight.

Ability to meet all hiring requirements including passage of a written exam.

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

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 duties according to standard Department policies and procedures and standard practices of the profession, exercising independent judgment in determining disposition of assigned probationers. Incumbent receives general supervision and frequently makes decisions which are restricted only by organization wide policy. Incumbent's work is periodically reviewed for appropriate direction of assigned operations and compliance with department and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with Prosecutor's office, Courts, Clerk's offices, Probation Departments, parole officers, defense attorneys, treatment providers, and dispatchers in order to exchange information and ideas, explain and interpret policies and procedures, and teach or present.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, in a court room, jail/confinements centers, and probationers' homes, involving sitting and walking at will, sitting for long periods, pushing/pulling/lifting objects weighing up to 50 pounds, crouching/kneeling, bending, close and far vision, color perception, keyboarding, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent may be required to work in confined areas or wear protective clothing or equipment, such as latex clothes. Incumbent may work with or be exposed to violent/irate individuals and respond to situations involving potential harm to self and others.

Incumbent occasionally works extended hours and evenings and travels out of town for continuing education courses, sometimes overnight.

APPLY AT: **WAYNE COUNTY GOVERNMENT**
HUMAN RESOURCES
401 E. MAIN STREET
RICHMOND, IN 47374

OR ONLINE: **https://waynecounty.in.gov/jobs/**

WAYNE COUNTY GOVERNMENT

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