

Decatur County Court Services

FIELD OFFICER POSITION

Essential Duties and Responsibilities

- Monitors home detention offenders; maintains record of contacts; ensures compliance with program rules and regulations; reports unusual activity and/or violations to the Assistant Director, Probation Officer, and/or the Court.
- Conducts random home and work site visits; maintains contact with the offenders, in person or by telephone communication, to assess compliance with program conditions.
- Administers random alcohol and drug tests.
- Maintains records of daily reports, daily mileage, work logs, violations, and data entry.
- Compiles data, enters detailed case notations and contacts reports, and prepares statistical reports as required.
- Conducts program intakes and installs, monitors, and troubleshoots electronic monitoring equipment.
- Responds to information received concerning potential violations or issues; directs messages to the appropriate individual or departments.
- Provides testimony in Court as necessary.
- Ensures maintenance and care of all Court Services vehicles and equipment; prepares mileage reports.
- Attends staff meetings and complete professional development workshops, trainings, and education as required.
- Assists the Director and Assistant Director as needed. Performs other related essential duties as required.
- Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

A high school diploma, GED, or high school equivalency is required.

Special Requirements

- Must hold valid State of Indiana Driver's License and demonstrate a safe driving record.
- Must be at least 21 years of age.
- Must comply with training requirements established by Decatur County Court Services.
- Must comply with Evidence Based Practice Standards and the Principles of Effective Intervention.
- Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate modern office equipment including computer, telephone, cell phone, copier, calculator, printer, and fax machine.

- Ability to properly operate and maintain all assigned vehicles, equipment, supplies, breathalyzer, urine screens, police radio, camera, electronic monitoring equipment, wear a bullet proof vest and cell phone.
- Ability to lift and/or carry weight of up to fifty pounds.
- Ability to exert physical effort in sedentary to light work involving stooping, kneeling, crouching, and crawling.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to work effectively outside being exposed to varying weather conditions.
- Ability to work evening and weekend hours.
- Ability to effectively apply evidence collection and preservation techniques.
- Ability to work alone with minimum supervision and with others in a team environment, often under time pressure and on several tasks at the same time.
- We are hiring one part time field officer (30 hours) for Decatur County Court Services. Pay is \$25/hr. Positions are open until filled.

Submit applications to hr@decaturcounty.in.gov

Decatur County Government is an Equal Employment Opportunity Employer

Posted: 3/26/24

Removed: Open until position filled