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# Open Position

## Wabash County Court Services- Probation Division

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- Title:** Field Team Coordinator/Pretrial Release Officer
- County/Agency:** Wabash County Court Services
- Responsibilities:**
- As a certified Indiana Probation Officer with Wabash County Court Services you are responsible for adhering to a culture of learning and growth in the field of community supervision with an agency committed to implementing evidence-based practices to drive behavior change. You will adhere to training schedules and on-going coaching from peers and supervisors throughout your career and will earn a minimum of 12 hours of continuing education every year which may require overnight travel.
- Responsible for coordinating and conducting field visits for probation and community corrections participants of multiple levels of supervision and documenting those contacts in SRS case management system. Manages part-time field officers on a daily and weekly basis, scheduling shifts and answering questions from the field.
- Daily pretrial release responsibilities and manages pretrial supervisions. Maintains detailed and accurate case notes while utilizing evidence-based practices in case management. Prepares written reports to the Court including Pre-Sentence Investigation Reports, Criminal History Reports, and Pretrial Recommendations.
- Rotates on-call responsibilities and facilitates transports as needed. Adheres to safety and security policy and procedures including: Firearm, Taser, OC Spray Certifications. Other duties as assigned by the Director of Court Services.
- Qualifications:**
- Must be at least 21 years of age and an American Citizen
  - Must hold a Bachelor's Degree from an accredited institution
  - Shall be of good moral character
  - Must pass the Probation Officers Exam within six (6) months of hire; pass the IRAS exam within three (3) months of hire; and attend Probation Officer Academy within one (1) year of hire; Completes Case Management and EPICS within first six (6) months of hire.

- Must have a valid driver's license
- Computer experience preferred

Education: Bachelor's Degree

Salary: Per the Indiana Salary Schedule

Apply Before: 1/31/2019

To: Sarah Lochner, Director of Court Services  
Wabash County Court Services

Email: [slochner@wabashcounty.in.gov](mailto:slochner@wabashcounty.in.gov)

Street: 91 W Hill Street  
Wabash, IN 46992