

Parke County Probation Department

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Judge Sam A. Swaim

Chief Probation Officer
Jason D. McHargue

Probation Officers
Alexis Wirth
Gediminas Daciola

Office Administrator
Rusty Ratcliff

Secretary
Debra Batronis

The Parke County Probation Department has a position open for a full-time probation officer/drug court case manager. A successful candidate will be responsible for providing direct contact supervision to adult individuals ordered into the Parke County Drug Court Program by the Parke County Circuit Court. The candidate will be responsible for the direct supervision of a specialized caseload of adult offenders. The candidate will also be responsible for preparing presentence investigation reports as well as other Court reports, maintaining accurate records, conducting risk assessments, performing home visits, attending and testifying in Court Hearings, collecting urine and saliva samples for drug testing purposes, and be able to travel for training.

A successful candidate will be at least twenty-one years of age, of good moral character and will hold a baccalaureate degree from an accredited college or university or be in the last semester of a baccalaureate degree program. Must be able to attend an orientation program conducted by the Indiana Office of Court Services within one year from the date that the officer is employed. Must be able to take and pass an examination within six (6) months of hire date. Must have excellent team working skills as well as oral and written communication skills and the ability to efficiently process information and utilize problem-solving skills along with time management skills to meet deadlines. A successful candidate must be knowledgeable and have working experience of Microsoft Office, Excel, Word and Outlook.

Salary is based on the Indiana Minimum Salary Schedule for Probation Officers depending on years of service as certified Probation Officer. Business hours are Monday-Friday, 8:00am-4:00 pm with one hour allotted for lunch. A successful candidate must be understanding with the possibility of being called after normal business hours to deal with work related matters.

To apply, candidates may pick up a job application at the Parke County Probation Department (Room 207) or the Parke Circuit Court (Room 203) located in the Parke

County Courthouse at 116 West High Street Rockville, Indiana 47872 Monday through Friday between the hours of 8:00am to 4:00pm. Please return the completed application as well as a resume to the Parke County Probation Department (Room 207) in the Courthouse. Deadline for applications is August 5, 2022.