


Job Description:

**DeKalb County
Community Corrections**

**POSITION:
DEPARTMENT:**

**Field Officer
DeKalb County Community Corrections
An Equal Opportunity Employer**

**REPORTS TO:
STATUS:
FLSA Status:
SALARY:**

**Executive Director
Part Time
Hourly/Nonexempt
\$21.00 per hour**

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 necessary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Requirements:

1. High School Diploma or Equivalency
2. Criminal Justice/Law Enforcement background preferred.
3. ILEA firearms qualified.
4. 40 hour ILEA Pre-Basic Course Qualified.
5. Must be a reliable, organized and trustworthy team player that is self-motivated in a fast-paced environment.
6. Must be available to work flexible, rotating hours as needed
7. Competent computer skills using common programs such as Microsoft Excel, Word, and Outlook; scanning documents and using the internet.
8. Ability and willingness to learn.
9. Must possess a valid driver's license.
10. Must pass a national criminal background check.
11. Must pass an Indiana Department of Child Services substantiated cases check.

Core Responsibilities:

1. Model pro-social behavior at all times and in all places.
2. Comply with any and all policies and procedures of DeKalb County Community Corrections and DeKalb County Government.
3. Understand and use the principles of evidenced based practices as a guide in interactions with program participants.
4. Closely monitor compliance of program rules and any special conditions ordered by the court by making home and work visits on a frequent but random basis.
5. Conduct searches of participants and their property as needed.
6. Document all violations and process them appropriately.
7. Conduct drug screens as needed and maintain the chain of custody.

Additional Job Duties:

1. Collect drug screens as needed and maintain drug screen records.
2. Attend weekly staffing.
3. Perform related duties as assigned.

****All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.**

Please provide a resume and cover letter ASAP to:

Michelle Fosnaugh, Executive Director, DeKalb County Community Corrections
P.O. Box 6049
Auburn, IN 46706

Fax: (260) 927-4779 -Or- careers@co.dekalb.in.us

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