

Job Posting
Dearborn County Court Services
Field Officer/Drug Screener

(*Male)

Part-time- 28 hours week; \$16.00 per hour

Duties

- Supervise offenders sentenced to Home Incarceration via electronic monitoring equipment, to ensure compliance with rules and regulations of Southeast Regional Community Corrections and Dearborn County Probation Departments.
- Administer and collect drug screens. (urine and oral)
- Troubleshoot and determine maintenance concerns on electronic monitoring equipment to ensure all equipment stays properly operating.
- Input information and data into the electronic monitoring software.
- Perform intake procedures and equipment installations on offenders.
- Testify in court hearings, both within and out of Dearborn County, as needed.
- Attend training and seminars as directed by the Supervisor or Director of Court Services.
- Other duties as assigned by supervisor or director.

Qualifications

- High School Diploma; preference for individuals pursuing an associate's or bachelor's degree.
- Ability to meet all hiring requirements of Dearborn County Government.
- Knowledge of standard policies and practices of the Dearborn County Courts.
- Ability to maintain strict confidentiality of all department records and information.
- Must possess a valid Driver's License, valid vehicle insurance and a demonstrated safe driving record.
- Must pass employment drug screens.
- Ability to work swiftly, rationally and decisively with individuals.

*for submission of sample supervision purposes

Please send application/resume to: Carrie Combs at: ccombs@dearborncounty.in.gov or mail to 215 West Williams St. Lawrenceburg, IN 47025 to the attention of Carrie Combs.

Dearborn County Government is an Equal Opportunity Employer