# Job Posting

# Dearborn County Court Services

# Field Officer/Intern

# Part-time- 28 hours week

## Duties

- Supervise offenders sentenced to Home Incarceration and Work Release, via electronic monitoring equipment, to ensure compliance with rules and regulations of Southeast Regional Community Corrections and Dearborn County Probation Departments.
- Collect urine drug screens.
- Troubleshoot and conduct maintenance 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 at hearings, both in and out of Dearborn County, as needed.
- Attend training and seminars as recommended by Supervisor or Director of Court Services.

## Qualifications

- High School Diploma; preference for individual working towards an associate's or bachelor's degree.
- Ability to meet all hiring requirements of Dearborn County Government.
- Knowledge of standard policies and practices of Dearborn County legal process.
- Ability to maintain strict confidentiality of all Department records and information.
- Must possess a valid Driver License and provide an official driver record from the BMV.
- Must pass a drug test.
- Ability to work swiftly, rationally and decisively with all individuals.

**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**