

# **Job Posting**

## **Dearborn County Court Services**

### **Part-Time Field Officer**

#### **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.

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.

Able to work rotating shifts

Testify at hearings, both in and out of Dearborn County, as needed.

Collect urine drug screens.

Attend training and seminars as recommended by Supervisor.

Perform other Field Officer functions as requested by Field Officer Supervisor or SERCC Director

#### **Qualifications**

High School Diploma and 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- [ccombs@dearborncounty.in.gov](mailto:ccombs@dearborncounty.in.gov)

**Dearborn County Government is an Equal Opportunity Employer**