

Dearborn County Court Services

215 West Williams Street

Lawrenceburg, IN 47025

Phone: 812-537-8842

Southeast Regional Community Corrections (SERCC) is currently accepting applications for the position of a **Full-Time Field Officer Supervisor**. The primary duties of a Field Officer Supervisor with Southeast Regional Community Corrections are to ensure compliance with the rules and regulations of all programs, enforce federal, state and county laws, and to maintain and troubleshoot GPS monitoring equipment, while overseeing home visits in partnership with SERCC Case Managers, Field Officers and Director. The Field Officer Supervisor position will include departmental supervision to ensure departmental compliance with rules and regulations of all programs. The following duties are not to be construed as exclusive or all-inclusive, other duties may be assigned.

Field Officer Duties:

- Assist the Dearborn County Law Enforcement Center with monitoring Work Release and Road Crew Clients.
- Assist the Department Director as needed.
- Conduct program intakes and installs, monitor and troubleshoot electronic home detention monitoring equipment.
- Responsible for maintaining all GPS/Bracelet Community Corrections equipment along with ordering and stocking equipment for departmental usage.
- Ensures maintenance and care of all Department vehicles and equipment, and logs/prepares mileage reports.
- Maintains daily reports, Department vehicles and equipment, as well as record and log records to ensure proper documentation.
- Provide testimony in legal proceedings or court as necessary.
- Administer random alcohol and drug testing and maintains records of violations.
- Maintains daily home visits and incident reports.
- Communicates with Case Managers and Probation Officers on all incident reports from field visits.
- Oversees the administration of random home visits as requested by the SERCC Case Manager or Director to ensure compliance with SERCC Case Plan, SERCC rules and Court Orders.
- In partnership with the Director, provide supervision of Field Officer staff and Drug Screener Staff.
- Assisting in staff performance evaluations, resolving problems/conflicts, and implementing disciplinary procedures for Field Officer and Drug Screening Staff.
- Ensures proper training of Field Officer and Drug Screening staff.

Minimum Applicant Standards:

- Ability to comply with all Dearborn County and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to maintain strict confidentiality of all records and information.
- Ability to meet all Departments hiring requirements, passage of a criminal background investigation, as well as a drug test.
- A Minimum of 5 years of work experience in the Criminal justice, Social Work or related field or a Bachelor's Degree in related field or U.S. Military experience.
- Possession of a valid driver's license, valid vehicle insurance, and demonstrated safe driving record.

Candidates can obtain a Dearborn County Employment Application from the Dearborn County Government Website.

Please send resumes to Steve Kelly at 215 W. Williams Street, Lawrenceburg, IN 47025 or e-mail to skelly@dearborncounty.in.gov, or fax to: 812-532-3220. Application must be accompanied with a resume and must be submitted by 4:30pm on February 26, 2020.