

## JOHNSON COUNTY GOVERNMENT JOB POSTING

**DEPARTMENT:** Johnson County Community Corrections Juvenile  
1121 Hospital Road Franklin, Indiana 46131

**POSITION:** Juvenile Field Officer/Special Deputy

**STATUS:** Full-Time Employee / 37.5 Hours per Week

**WORK SCHEDULE:** Flexible Varied Schedule

**FLSA STATUS:** Non-Exempt

**SALARY:** 2023 Pay: \$45,500 Annually / \$23.333 hourly  
2024 Pay: \$55,500 Annually / \$28.462 hourly

**DEADLINE:** Friday November 30, 2023 by 5:00PM

**SUBMIT TO:** Submit Resume and Cover Letter to:  
Lori Meyers, Director [lmeyers@co.johnson.in.us](mailto:lmeyers@co.johnson.in.us)  
Damon Cox, Assistant Director [dacox@co.johnson.in.us](mailto:dacox@co.johnson.in.us)

Community Corrections Juvenile seeks to hire (1) additional Juvenile Field Officer with the expected start date of: Thursday, January 11, 2024.

### **Qualifications:**

- High School Diploma or GED. Bachelor's degree preferred from an accredited college or university in Criminal Justice or Social Science and/or equivalent combination of education or work experience in related fields.
- Have completed or is able to successfully complete training required to achieve Special Deputy status through Johnson County Sheriff's Office.
- Ability to maintain strict confidentiality of all client records and information.
- Must have a valid driver's license and demonstrate a safe driving record; travel throughout Johnson County to conduct searches and verify offender movement.
- Will be required to submit and pass a urine drug screen and a criminal background check and through the Department of Child Services.
- Ability to work a flexible schedule which includes evenings and weekends; requires being on-call.
- Possess a general knowledge of the juvenile justice system.
- Possess a general knowledge of youth service providers of Johnson County.
- A desire to work with youthful offenders.

### **Goals & Objectives:**

- To mentor at-risk youth through positive role modeling and accountability.
- To mentor at risk youth to seek and maintain employment and continue education.
- To foster positive relationships with other juvenile justice agencies and community partners.
- To improve public safety through the enforcement of adherence to court-ordered programs.

### **Responsibilities:**

- To act professionally, with integrity, and uphold the oath of office for a Special Deputy with the Johnson County Sheriff's Office.
- To monitor and track youthful offenders, while at home, school, work or court ordered programming.
- To carry a department issued cell phone, and respond to electronic monitoring alerts, on a 24 hours basis.
- To conduct sign-ups for new offenders going on Monitored Supervision (electronic monitoring) upon the conclusion of court hearings or probation appointments.

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- To conduct weekly check-in in the office with offenders to approve and verify movement.
- To conduct random home and/or employment checks as required by agency policy.
- To respond to phone inquiries and offender schedule changes.
- To document any and all contact with Juvenile Corrections participants in Quest immediately following its occurrence.
- To complete required paperwork, such as Notice of Violations, Probable Cause Affidavits or additional narratives for offenders who violate, escape, or commit a new offense.
- To perform visits of court ordered programming when requested by program instructors.
- To attend required meetings, such as problem-solving court, staff meetings, child service planning meetings, and/or probation meetings.
- To comply with all Johnson County Sheriffs Office Special Deputy, training requirements, policies and procedures, and directives.
- To be available to conduct Juvenile Detention transports when requested.
- To provide security to Juvenile Court when requested.
- To perform one or more sweep, of juvenile probationers, per month, with the probation department.
- To attend court hearings as requested.