

Job Posting

Johnson County Government

DEPARTMENT: Johnson County Community Corrections
POSITION: Field Officer
STATUS: Full-time
WORK SCHEDULE: Flexible varied schedule
FLSA STATUS: Non-Exempt
SALARY: \$43,680.00 annually
DEADLINE: 12:00 p.m., July 14, 2022
SUBMIT TO: Johnson County Community Corrections
apovinelli@co.johnson.in.us
Attn: Tony Povinelli, Director

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 and surrounding areas to conduct searches and verify offender movement.
- Will be required to submit and pass a urine drug screen and a criminal background check.
- Ability to work a flexible schedule which includes evenings, weekends, and on-call.
- Possess a general knowledge of or be able to learn general knowledge of the justice system.
- Possess a general knowledge of or be able to learn general knowledge of service providers of Johnson County.
- A desire to work with offenders.

Goals & Objectives:

- To mentor and assist Community Corrections Offenders by providing oversight, direction, and accountability.
- To encourage and assist offenders to seek and maintain employment and comply with all agreed upon rules of the program.
- To foster positive relationships with other surrounding agencies & community partners.

Responsibilities:

- To monitor and track offenders, while at home, work, or court ordered programming.
- To conduct sign-ups for new offenders going on Compliance Monitoring, Electronic Monitoring and/or other programs.
- To conduct check ins with offenders to approve and verify movement.
- To respond to various phone inquiries.
- To document any and all contact with Corrections participants in SRS immediately following its occurrence.
- To complete required paperwork, for offenders who violate, escape, or commit a new offense.
- To perform spot visits of court ordered programs.
- To attend Community Corrections staff meetings.
- To comply with all Johnson County Sheriffs, Reserve Deputy, training requirements.
- To be available for various transports.
- To perform sweeps at the JCCC facility, offender's home, or offender's vehicle.
- Other applicable tasks assigned by the director.