

**JOB POSTING – WARRICK COUNTY SUPERIOR COURT #1
AND WARRICK COUNTY COMMUNITY CORRECTIONS**

Position: Field Compliance Officer
Division: Court Services and Community Corrections
Status/Schedule: Contract or Full-Time Employee/ Flexible Schedule
Job Category: Special Operations (SO) or PAT
Pay Rate: Incumbent upon experience + County Employee Benefits.

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS:

- *Monitor participants in the Warrick County Drunk Driving and Drug Court Program and the Warrick County Community Corrections Program in their homes, at work and in the community to ensure compliance with Court orders and program rules and conditions;
- *Search participants, their homes and their properties for contraband or assist law enforcement officers in this function;
- *Perform some case management and assessments;
- *Administer drug and alcohol tests according to defined procedures and maintain adequate chain of custody of all specimens;
- *Assist in the installation, maintenance and repairs of electronic monitoring equipment;
- *Responsible for the supervision of Program cases, monitoring Participant progress and compliance with treatment and program procedures, and maintaining records; and
- * Work closely with Supervising Judge, Program Director, Program staff, treatment providers, judges, probation officers, Community Corrections programs, treatment professionals, Field Compliance Officers, attorneys, other court and county staff, and state agencies.

REQUIREMENTS:

- *High School Diploma/GED required; Post-Secondary Degree preferred;
- *Working knowledge of computers, standard office software, office and court policies and procedures and related terminology, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations;
- *Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and documents as assigned;
- *Ability to maintain confidentiality of court records and information as required;
- *Ability to understand and follow written and oral instructions, and work with others in a team environment, ability to work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions;
- *Ability to effectively communicate orally and in writing with co-workers, attorneys, defendants, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
- *Ability to work, as necessary, on weekends, in evenings, extended hours and to occasionally travel out of town, sometimes overnight;
- *Ability to exercise independent judgment in interpretation and application of policies, to function tactfully and effectively under stressful and/or confrontational conditions that require instruction, persuasion or negotiation;
- *Possess valid Indiana driver's license and a safe driving record; and
- *Ability to maneuver in small spaces, climb stairs, run, bend, lift, use both hands effectively, enter and exit vehicle numerous times in a shift and see in dimly lit places.

Qualified Applicants, please submit resumes via email to jfuhs@warrickcounty.gov by November 16, 2018.