

Downtown Office
Suite T642, City-County Building
200 East Washington Street
Indianapolis, IN 46204-3311
PH: (317) 327-3060

Southside Probation Office
3920 S. Madison Ave
Indianapolis, IN
PH: (317) 327-8110



MARION SUPERIOR COURT
PROBATION DEPARTMENT
SERVING THE COURTS AND THE COMMUNITY
Robert L. Bingham
Chief Probation Officer

Northeast Probation Office
2525 N. Shadeland Avenue
Indianapolis, IN 46219
PH: (317) 327-8130

Northwest Probation Office
3500 Lafayette Road
Indianapolis, IN 46222
PH: (317) 327-8100

July 19, 2008

Dear Applicant,

Thank you for your interest in our Department. In order to assist us in the interview selection process, we ask that you consider the following:

1. Entry level salary is set by state regulations at \$28,416.00. Adjustments to that rate are contingent upon prior probation officer experience.
2. New probation officers are often assigned to general casework or to our Arrestee Processing Center. That translates to supervision responsibility for approximately 130 probationers and the ability to work in shifts to include nightshift work. As a result, there is a necessity for applicants to possess a high level of organizational ability and attention to detail. Composition skills and computer keyboarding are prerequisites, along with the ability to learn the job requirements rapidly.
3. The work of new officers is monitored continuously in preparation for a decision on their elevation to permanent status after six months. New officers are required to sign an employment agreement indicating that an unfavorable review during the six-month probationary period may result in dismissal.
4. If not currently a resident of Marion County, you must become one within six months of your hire date. You must also invest \$50 to take and pass a state certification test within the same period.

If you believe that this employment opportunity is consistent with your career aspirations and your talents, please visit the **Indianapolis City Human Resources Department** website at www.indygov.org to fill out an application. In addition to the on-line application, you will need to visit Human Resources located in **Room T1260 of the City-County Building, 200 E. Washington Street, Indianapolis** to complete some additional testing. **YOU MUST provide an official college transcript at the time of application or your application will not be processed.**

Testing is conducted Monday, Tuesday, and Thursday from 9:00a.m. – 4:00p.m. and Fridays from 9:00a.m. – 12:30p.m. Human Resources will process your application and forward all information to this Department.

Again, thank you for your interest.
Sincerely,
Lori White, Hiring & Training Supervisor