



STATE OF LOUISIANA

Fourth Judicial District Court

PARISHES OF MOREHOUSE AND OUACHITA

300 ST. JOHN ST. - SUITE 400

Monroe, Louisiana 71201

TELEPHONE (318) 361-2250
FAX (318) 361-2273

January 15, 2012

NOTICE

Any party interested in applying for the position of Fourth Judicial District Court Probation Officer Assistant should mail or deliver a resume to the Fourth Judicial District Court Judges' Office by the close of business on January 31, 2012.

Requirements include: MS Office proficiency and good attitude. The ideal candidate will have knowledge of the criminal justice system. The full job description can be viewed at www.4jdc.com.

This appointed position serves at the pleasure of the Judges of the Fourth Judicial District Court. Salary is \$21,600 with a comprehensive benefits package provided.

Resume should be sent to:

Judicial Administrator
Fourth Judicial District Court
300 St. John Street, Suite 400
Monroe, LA 71201

The Fourth Judicial District Court is an
Equal Employment Opportunity Employer.

JOB DESCRIPTION
PROBATION OFFICER ASSISTANT

FOURTH JUDICIAL DISTRICT COURT
JUDGES' OFFICES

REQUIREMENTS

Professional in dress and appearance
Discretion, integrity, and honesty in all matters
Positive attitude
Excellent work ethic
Excellent communication and interpersonal skills
Ability to exercise judgment and to work without close supervision
Ability to maintain confidentiality of matters

QUALIFICATIONS

Proficiency with all types of office equipment
Proficiency with business writing with excellent speed, grammar and spelling
Excellent organizational and recordkeeping ability
Excellent computer knowledge and skills including MS Office, JustWare
Criminal Justice or law enforcement experience preferred

SPECIFIC DUTIES

Assist Probation Officer in returning phone calls, preparing and mailing delinquency correspondence, docket preparation
Enter all data related to court action, payment schedule, arrest/warrant information
Prepare case files for court and for closure
Attend court proceedings with Probation Officer
Verify new arrest information and set appointments for intake
Correspond both verbally and in writing with probationers
Create written correspondence to communicate with DA's Office, Sherriff's Office and Clerk of Court
Keep clear notes on telephone conversations with or about probationers
Maintain an orderly filing system for all open case files. Re-file any files pulled periodically
Maintain adequate supply of forms needed for intake
Cross train in receptionist role to provide backup assistance when necessary

