



**Office of Bedford County Human Resources
1 Public Square, Suite 101
Shelbyville, TN 37160**

Probation Officer

The Bedford County Probation Office is currently accepting applications for **Probation Officer**.

The Probation Officer is responsible a caseload of Adult Misdemeanor offenders; monitors activities of offenders to ensure adherence to rules of probation; monitors all special conditions to ensure completion within prescribed timeframes. Meets with offenders in the office. Maintains documentation, physical and electronic, relating to management of offender caseload in a logical, precise, and efficient manner. Monitors payment of financial obligations as ordered by the court. Conducts periodic screening for drug use by offenders. Prepares violation warrants and applicable.

A bachelor's degree is preferred and in a behavioral science discipline: Criminal Justice, Social Work, Psychology, or similar area.

Need previous experience and/or training involving corrections, law enforcement or case management; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Must possess and maintain a valid Tennessee driver's license. Must be able to pass a criminal background check and drug screen.

Please visit www.bedfordcountyttn.org to complete the online employment application. Printed applications or resumes may be mailed or delivered to:

John Boutwell, HR Director
Bedford County Mayor's Office
1 Public Square, Suite 101
Shelbyville, TN 37160

Bedford County is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, national origin, age or veteran status in employment opportunities or benefits. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.