

**NOTICE OF EMPLOYMENT OPPORTUNITY  
FOR CORRECTIONAL OFFICERS  
GREENE COUNTY COMMUNITY CORRECTIONS**

Greene County Community Corrections, Bloomfield, Indiana, seeks full-time and part-time Correctional Officers. Incumbents are responsible for ensuring security of work release facility and participants. Incumbents must embrace agency vision of “Providing a Positive Environment to Promote Positive Change”, by effectively communicating and interacting with participants offering encouragement and praise when merited while holding participants accountable for their actions when warranted. Interested persons should request a detailed job description with requirements and job application by contacting Greene County Community Corrections Residential Supervisor, Travis Hasler by email [thasler@live.com](mailto:thasler@live.com). Applications are also available under Employment Opportunities on the county’s website, [www.co.greene.in.us](http://www.co.greene.in.us). Resumes and job applications must be received by Greene County Community Corrections, Attn: Travis Hasler, 104 County Road 70 East, Suite E, Bloomfield, IN 47424. Following the receipt and review of applications and resumes submitted, Greene County Community Corrections will schedule interviews with prospective candidates.

The successful candidates will, *among other qualifications*, satisfy the following:

- A high school diploma or GED and 21 years of age.
- Ability to meet all employer and department hiring requirements, including passage of a criminal background check.
- Possession of a valid Indiana driver’s license and a demonstrated safe driving record.
- Possession of or ability to obtain CPR/First Aid certification.
- Ability to learn standard policies and practices of Community Corrections operations and ability to supervise residents and apply appropriate procedures to ongoing operations.
- Working knowledge of and ability to make practical application of conflict resolution, crisis intervention techniques, and safety hazard precautions.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports within established deadlines.
- Ability to properly operate standard office and security equipment, including, but not limited to, computer, copy machine, multi-line telephone, fax machine, two-way radio.
- Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.
- Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio or by telephone.
- Ability to receive, maintain, and account for articles received in evidence.
- Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

**GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**