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# Open Position

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## Wabash County Court Services Intake Officer (Part-time)

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Title: Intake Officer

County/Agency: Wabash County Court Services

Responsibilities: Responsible for managing, scheduling, and conducting intakes for probation and community corrections participants of multiple levels of supervision. Facilitates transports as needed. Maintains records and reports to Community Corrections Director.

Qualifications:

- High School Diploma or equivalent
- Available to work 25-29 hours per week on flexible schedule
- Experience in criminal justice field preferred
- Must have a valid driver's license
- Computer experience preferred; Basic knowledge of Microsoft office required

Education: High School or equivalent

Salary: \$17.48 per hour, 25-29 hours available per week, resumes accepted until the position is filled

Apply Before: December 15, 2021

To: Trisha Hanes, Assistant Chief Probation Officer  
Wabash County Court Services

Email: [thanes@wabashcounty.in.gov](mailto:thanes@wabashcounty.in.gov)

Street: 91 W Hill Street  
Wabash, IN 46992