

Greg Pleima

juvenile probation officer

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Human Resource Manager
Bill Northey
3302 Clair Street , Des Moines, IA, 50313
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Dear Mr. Northey,

I have pleasure in applying for the advertised position of Juvenile Probation Officer.

I'm a dynamic and motivated professional with a proven record maintaining and upholding basic ethical standards and morals; well-versed in the details of the law and strong skills and proficiency in the area of research. I bring a critical thinking approach to all levels of an organization. I'm an adaptable and transformational leader with an ability to work independently and develop opportunities that further establish organizational goals.

During my career, I get exceptional knowledge of case management, field supervision, court documents and proceedings, and interagency systems.

When I received my higher education, I started an internship for the Houston and Bibb County Judicial Circuits ADR Program. My duties consisted of office work, deliveries to the local courthouse, and occasional sit-ins during mediations with clients, greeting clients, document preparations and assistance towards program director.

After that, I worked as a Juvenile Probation Officer's assistant. I filed papers, answered calls, run errands. By working in an office setting, I learned professionalism and built on my social skills. I have accomplished how to be punctual and also speak to other employees and clients in a polite, respectful manner.

Currently, I specialize in Adult Probation Case Management and Juvenile Probation Case Management. I maintain and update child protective data records, conduct field visits to investigate allegations of abuse, help families navigate government agencies and access entitlement benefits.

Moreover, I enforce compliance of court orders by supervising probationers.

Enclosed you will find my resume, which further details my skills and work and educational background. I look forward to your response.

Best Regards,
Tom Jones

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