



Warren County, Ohio Court of Common Pleas Job Opportunity

Posting Number:	23.6.5CC/EM-I
Date Posted:	June 5, 2023
Deadline to Apply:	Open Until Filled

POSITION: COMMUNITY CORRECTIONS / ELECTRONIC MONITORING OFFICER I

DEPARTMENT: Warren County Court of Common Pleas – General Division
LOCATION: 520 Justice Drive, Lebanon, OH 45036
WORK HOURS: 80 hours bi-weekly (full-time)(hours vary)
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$20.16 per hour (starting)

Listed below are the QUALIFICATIONS for the position:

A bachelor's degree from an accredited four-year institution in criminal justice, social sciences, psychology, sociology, or a closely related field is desirable. While an individual with a college degree may be given additional consideration, prior security, law enforcement, social work, counseling, and/or military experience will be strongly considered. The applicant must be able to pass a criminal background check and drug test. After hiring, the officer must become certified to perform ORAS and obtain certification for use of a firearm. A valid driver's license is mandatory.

Listed below is a summary of the JOB DUTIES:

The officer will be responsible for the hook-up and monitoring of various electronic devices. The position entails supervision of a diverse offender caseload, preparation of reports for the court regarding defendant's progress and adjustment, and maintenance of case files and evaluations. Motivational interviewing and use of risk assessment tools is required to identify and address needs and supervision requirements. The officer will make contact with probationers, families, referral partners, etc., in the office or field as required. Other duties may include substance abuse screening, court appearances, and report writing. Events will be documented, written reports completed, and cases staffed with judges as events occur. Warrants will be issued for violations, and officer will assist in searching for and bringing the individual into custody when necessary. Officer may perform pre and post sentencing assessments and investigations. The officer will complete the Ohio Probation Officer Training Program sponsored by the Supreme Court of Ohio and other Warren County training including firearms qualification, defensive training, and department policies and procedures. All required Common Pleas Court annual training hours must be completed. The position requires knowledge of Word, Excel, and the ability to learn new software programs as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume to the below email address.

Email: CourtServices@co.warren.oh.us