

TO APPLY FOR POSITION, PLEASE SEND COVER LETTER AND RESUME TO
CourtServices@co.warren.oh.us BY JANUARY 27, 2023.

POSITION DESCRIPTION
WARREN COUNTY COMMON PLEAS COURT
General Division
500 Justice Drive
Lebanon, Ohio 45036

CLASSIFICATION TITLE: *COMMON PLEAS COURT SERVICES SPECIALTY CASE BOOK
PROBATION OFFICER (Grant and Non-Grant positions)*

FLSA STATUS:	Non Exempt	EMPLOYMENT STATUS:	Full Time
CIVIL SERVICE STATUS:	Classified	WORK HOURS:	8:00am-4:30pm (May vary)
REPORTS TO:	Director of Court Services and/or Designee		
PAY:	Based on Experience		
REVISED:	5.27.20		

DISTINGUISHING JOB CHARACTERISTICS

- The role of the Specialty Case Book Probation Officer is challenging and exciting. Probation officers are expected to maintain the integrity and credibility of the Courts. Officers must be familiar with the operation of the criminal justice system and be able to effectively communicate with program participant and their families, law enforcement official and court staff. Officers must build a firm and fair relationship with defendants/offenders and strive to become a partner in the process of reducing recidivism by rewarding and encouraging positive behaviors that will lead to safer communities. To achieve the responsibilities of the Specialty Case Book Probation Officer you must possess and demonstrate: Strong desire to work with justice-involved individuals.
- Strong belief in rehabilitation practices to change criminal behavior.
- Strong desire to utilize evidence-based practices when making decision.
- Ability to work independently and as part of a close team.
- Willingness to listen, learn, develop and grow.
- Ability to work with court personnel, attorneys, vendors, and defendants/offenders.
- Excellent communication and interpersonal skills.
- Excellent organizational and administrative skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for compliance with the Ohio Department of Rehabilitation and Corrections audit standards as associated with these roles.
- Uses risk and need assessment tools to identify and address probationer treatment needs and supervision requirements.
- Uses motivational interviewing techniques to enhance probationer intrinsic motivation.
- Manages a full caseload of probationers, makes targeted referrals to services (i.e. employment, treatment, housing, etc.), creates case plans to address needs and monitors progress.
- Utilized a Continuum of Rewards and Sanctions to assist probationers in accelerating desired behavior and distinguishing undesirable behavior.
- Deploys cognitive behavioral strategies with probationers through skill training and role play exercises to facilitate behavior change.
- Makes contact with probationers, families, referral partners, etc., in the office or field, as required.

- Responsible for supervising a diverse case book, monitoring clients that are placed on court ordered Community Control. These books include, Prosecutorial Diversion, Intervention in Lieu of Conviction, Intensive Supervision, Mental Health, Sex Offender, and Non-Support.
- Responsible for compliance with the Ohio Department of Rehabilitation and Corrections audit standards as associated with these roles.
- Assists with coordinating case management and supervision for defendants/offenders.
- Develops and maintains case files and caseload statistics to indicate success in specialty program.
- May perform pre-sentencing & post-sentencing assessments.
- Maintains contact with defendant/offender to ensure compliance with conditions, court dates, and other related court orders.
- Performs LEADS.
- Coordinates plan for successfully completing programming.
- Thoroughly understands and adheres to all court and departmental policies and procedures.
- Bring forth a quality and elevation to the department, the court, and the community.
- Performs administrative duties, including, but not limited to, answering incoming phone calls, directing defendants/ offenders, data entry and document completion.
- Develops goals for the future to enhance his/her value to self/organization and program success.
- Perform urinalysis as assigned.
- Develops reports to enhance value to self/organization and program success.
- Thoroughly understands and adheres to all court and departmental policies and procedures.
- Brings forth a quality and elevation to the department, the court, and the community.
- Other duties as assigned by Appointing Authority or designee.

WORKING CONDITIONS/CONDUCT

- This position involves visits to correctional institutes and other criminal justice and behavioral agencies. This position requires the ability to work in a variety of environments including an office or community setting (i.e. defendants' homes, places of employment, etc.). The position requires the ability to assess, de-escalate, and appropriately respond to unpredictable and potentially volatile and high-risk situations.
- Employee must not contribute to or create a hostile work environment; employee must refrain from gossip or harassment of another employee; employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination, or any other behavior that unduly demeans or intimidates another employee.
- An essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, and other agency personnel.
- Sit for extended periods of time; frequently stand and walk or otherwise move within the court; normal manual dexterity and eye-hand coordination; corrected vision to normal range, vision demands include close, detailed vision when operating the computer, with the ability to adjust focus for close work; verbal communication; use office equipment, including but not limited to computers, telephones, calculators, copiers and fax machines.
- Tolerate exposure to defendants and other members of the public who may potentially be verbally or physically abusive; allergens, such as perfumes and dust; unpleasant odors, such as unwashed clothing and people.
- Exposure to blood, bodily fluids and tissue.
- Complete annual Common Pleas Court required training hours.
- Must maintain confidentiality; will have access to and must maintain confidential information regarding court matters and offenders.
- Must be clean and neat with acceptable hygiene standards and must adhere to dress code policy.
- Must be punctual and maintain an excellent attendance record.

- Will work inside office or other areas assigned by the appointing authority or designees while performing duties of this job, the employee frequently sits for extended periods of time while typing and performing other administrative duties.
- Will have direct contact with felony and misdemeanor offenders. Will have contact with Judges, prosecutors and attorneys as requested
- Employee frequently talks and listens over the telephone and in person.
- Vision demands include close, detailed vision when operating the computer, with the ability to adjust focus for close work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge and ability in corrections, or probation supervision.
- Previous experience supervising offenders is preferred.
- Must possess the ability to communicate concisely and clearly, to judges, attorneys, litigants, law enforcement officers and others conducting business with the Court.
- Must have understanding and willingness to be sensitive to the Court's diverse population of defendants and have the ability to work with individuals with substance abuse and mental health issues. This applicant must be committed to aiding defendants in their rehabilitation in an effort to divert the offender from future involvement in the criminal justice system.
- Knowledge of court rules.
- Ability to act as the liaison between the courts, external agencies and other departments.
- Ability to learn and effectively perform all necessary administrative duties.
- Ability to interface pleasantly and professionally with public and staff.
- Must be detail oriented and possess strong organizational skills.
- Ability to contribute to group efforts, establish positive relationships with other employees, seek/accept input and develop/implement problem solving solutions.
- Ability to complete work in an accurate, neat, timely and well-organized manner.
- Knowledge of and ability to use Word and Excel and job related software. Must possess ability/willingness to be trained on other software packages.
- Must possess outstanding communications ability [oral and written].

CONFIDENTIAL DATA

- Will have access to and must maintain confidential information regarding court matters and defendants/offenders.

EQUIPMENT OPERATED

- Must be capable of operating a personal computer, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in an office environment.

TYPICAL PHYSICAL REQUIREMENTS

- Ability to use a personal computer and its peripherals including keyboarding, mouse, and monitor use for extended periods of time.
- Ability to grasp and manipulate files.
- Frequent hand and/or wrist motion.
- Frequent reaching at or above shoulder level.

- Ability to sit for extended periods of time; frequently stand and walk or otherwise move within the court or other county buildings.
- Normal manual dexterity and eye-hand coordination; corrected vision to normal range; verbal communication.

SUPERVISION RECEIVED

- Department Head, Court Administrator or Appointed Designee

LICENSURE OR CERTIFICATIONS REQUIRED

- Participation, completion, and certification in 40 hour firearms training.
- ORAS certification.
- Other certifications as deemed necessary.

QUALIFICATIONS

- Must be twenty-one [21] years of age at the time of appointment (any misdemeanor criminal convictions will be reviewed on individual basis, no felony convictions).
- Must possess a valid driver's license (driving infractions will be reviewed on individual basis).
- Must be able to read, write, type 50 words per minute is preferred and perform necessary office functions/duties.
- Must be detail oriented with demonstrated computer skills.
- Bachelor's degree from an accredited college or university in corrections, criminal justice, sociology, social work, criminology, psychology, or a closely related field is preferred, or five (5) or more years of experience in a similar role within the criminal justice field.
- Must demonstrate tact and professionalism in working with people.
- The successful applicant will have to undergo a background investigation and drug testing.

THE WARREN COUNTY COMMON PLEAS COURT IS AN EQUAL OPPORTUNITY EMPLOYER

This position is subject to a post-offer drug screen and a background check

This position in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, Appointing Authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability the job duties and requirements specified in this position description.

Employee Signature

Date

Appointing Authority or Designee

Date