
WARREN COUNTY JUVENILE COURT
900 Memorial Drive
Lebanon, OH 45036

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: PROBATION INTAKE OFFICER
DEPARTMENT: JUVENILE COURT – PROBATION
DEPARTMENT CIVIL
STARTING WAGE: \$20.00 PER HOUR
SCHEDULED HOURS: 8:00AM – 5:00PM (M – F)
CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING APRIL 17, 2023.

**APPLICANTS SHOULD APPLY BY FAXING A RESUME TO STEVE WINTERS AT:
513-695-2948 OR EMAILING TO: STEVE.WINTERS@CO.WARREN.OH.US**

APPLICATIONS MUST BE RECEIVED BY 4:30 P.M., APRIL 24, 2023

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

Warren County Juvenile Court Position Description

Position Title: Probation Intake Officer

Department: Warren County Juvenile Court
Probation Department

FLSA Status: Non - Exempt

Civil Service Status: Unclassified

Reports To: Chief Probation Officer

Pay Range: Discretionary

Work Hours: 8:00a.m. – 5:00 p.m. (M – F)

Employment Status: Full Time

Probationary Period: One Year

Job Responsibilities: Provide support to the Probation Officers in handling the everyday demands of a probation caseload. The Probation Intake Officer answers phones, takes messages, assists in filing documents, assigns probationers to groups as Court-ordered, conducts intake meetings as juveniles are placed on probation by the Court, obtains releases for exchange of information with relevant agencies, places probationers on house arrest, oversees assignment lists of probation cases, makes referrals for services, maintains stats for grant purposes, conducts risk assessments (OYAS) and enters the information onto the website, monitors house arrest/GPS supervision caseload and makes any phone calls referencing those juveniles, gather drug screens from clients, and any other duties as directed by the Chief Probation Officer or Court.

Qualifications:

A Bachelor's Degree in Criminal Justice, Sociology, Psychology, Social Work or a related degree. Applicant must successfully pass a background check, including polygraph evaluation. Applicant must submit to and pass drug screen.

Licensure and Certification Requirements:

Valid Ohio Driver's License

Knowledge, Skills and Abilities: (*indicates developed after employment)

Knowledge of: Juvenile delinquency prevention strategies, substance abuse and mental illness,
* departmental policies and procedures.

Ability to: Communicate verbally and in writing, recognize threatening or hazardous situations and problems, establish facts and draw necessary conclusions in order to inform the Chief Probation Officer or Probation Officer as needed, develop and maintain effective working relationships with fellow employees, probationers, parents/guardians and the general public, and maintain records.

Working Conditions:

Occasional exposure to blood, bodily fluids and tissue.
Occasional exposure to physical harm and antagonistic probationers and their families.

Equipment Operated:

Copy machine, telephone, personal computer, fax machine, & radio.

This position in no manner states or implies that these are the only duties and responsibilities, which may be performed by the incumbent. The incumbent will be required to follow the instructions and perform duties required by the Chief Probation Officer, Court Administrator, and Judge.

I understand and will perform to the best of my ability, the job duties and requirements specified in this position description.

Successful completion of the introductory period of employment does not confer rights to continued employment with the court.

Department Head

Date

Employee's Signature

Date