



Warren County, Ohio Court of Common Pleas Common Pleas Court Job Opportunity

Posting Number:	24.7.18POr
Date Posted:	July 18, 2024
Deadline to Apply:	Open Until Filled

POSITION: Probation Officer

DEPARTMENT: Warren County Court of Common Pleas – Court Services Department
LOCATION: 520 Justice Drive, Lebanon, OH 45036
WORK HOURS: 80 hours bi-weekly (full-time)
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$25.49 per hour

Listed below are the QUALIFICATIONS for the position:

A bachelor's degree from an accredited institution in corrections, criminal justice, sociology, social work, criminology, or related field is required. Experience may be substituted for education. Additional consideration may be given to prior law enforcement, social work, counseling, and/or military experience. The applicant should have knowledge of vocational, mental health, substance abuse and human service resources. The position requires the knowledge and ability to use Word and Excel and be willing to be trained on other software packages. The applicant must be detailed oriented and possess strong organization and written skills and have the ability to work independently and as part of a close team. The applicant must be able to pass a criminal background check and drug test. A valid driver's license is mandatory.

Listed below is a summary of the JOB DUTIES:

The officer will be responsible for the supervision of a caseload of offenders who have been placed on Community Control by the Court. The officer informs probationers of the rules and conditions of their probation and conducts interviews with probationers to assess their risks and needs. They will supervise probationers to ensure their compliance with Court orders, coordinate with referral partners, etc. The officer will make referrals to appropriate treatment agencies and maintain accurate notes on the status of probationers. The officer will perform administrative duties and urinalysis as needed. The officer is required to maintain a complete and accurate file for each probationer on their caseload. Necessary paperwork such as letters, entries, warrants, and probation violations are to be completed on a timely basis. The officer may be responsible for compliance with the Ohio Department of Rehabilitation and Corrections audit standard as associated with certain roles. The officer attends and testifies in Court as needed, and arrests probationers and transports them to jail and treatment facilities. This position requires carrying a firearm and completing home visits. The officer is trained in defensive tactics, Motivational Interviewing, Core Correction Practices, EPICS, ORAS, Carey Guides, Case Planning, etc. The officer will utilize evidence-based practices to assist in changing offenders' behavior. The officer must attend the required training and obtain hours as required.

HOW TO APPLY FOR THE POSITION:

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

E-mail: CourtServices@co.warren.oh.us