
WARREN COUNTY JUVENILE COURT
900 Memorial Drive
Lebanon, OH 45036

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: PROBATION OFFICER
DEPARTMENT: JUVENILE COURT – PROBATION
DEPARTMENT CIVIL
STARTING WAGE: \$17.00 - \$19.00 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 OCTOBER 27, 2021.

**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., NOVEMBER 27, 2021

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

Skill in: Conflict resolution, mediation, counseling, public speaking, Microsoft Word Software and other computer skills.

Working Conditions:

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

Equipment Operated:

Copier, telephone, personal computer, fax machine, time stamp

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