

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

CLASSIFICATION TITLE: *COMMUNITY CORRECTIONS OFFICER (PROBATION OFFICER)*

FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: Full Time

REPORTS TO: Associate Director EM

CIVIL SERVICE STATUS: Classified

WORK HOURS: Hours for this position will vary, shift will be bid by seniority every 6 months (Training and probation period hours will be M-F 8:00AM-4:30PM and from 2:00 PM to 10:30PM with approximately 2-3 months on each shift) On-call duties will be required. Shift changes will occur every six months based on staffing patterns and will be bid on every 6 month by seniority.

First Shift First Slot: 6:00AM-2:30PM

First Shift Main Slot: 8:00AM to 4:30PM

Swing Shift: 9:00 or 10:00AM-5:30 or 6:30PM or Varying Hours

Second Shift: 2:00PM-10:30PM

On-call to include nights, weekends and holidays

STARTING SALARY: \$40,000

PROBATIONARY PERIOD: 1 Year

DISTINGUISHING JOB CHARACTERISTICS

The role of the Community Corrections Probation Officer is both challenging and exciting. The Community Corrections program is designed and expected to maintain the integrity and credibility of the Courts. Responsibility includes but is not limited to the supervision of defendants/offenders placed on house arrest with electronic monitoring or work release from the Warren County Jail. Officers must be familiar with the operation of the criminal justice system and be able to effectively communicate with program participants and their families, law enforcement officials 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 a Community Corrections Probation Officer, you must possess and demonstrate:

- Strong desire to work with justice-involved individuals.
- Strong belief in rehabilitate practices to change criminal behavior.
- Strong desire to utilize evidence-based practices when making decisions.
- A good understanding of the law and a working knowledge of program/treatment options available to empower the offender to succeed.
- Both a compassionate, encouraging, supportive demeanor and a firm, resolution-oriented drive for results.
- Ability to work independently and as part of a close team.

- Willingness to listen, learn, develop and grow.
- Ability to work with offenders, regardless of offense or psychosocial educational development.
- Excellent communication and interpersonal skills.
- Above average organizational and administrative skills.
- Ability to make effective decisions for self and empower probationers to make life changing decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 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.
- Utilizes a Continuum of Rewards and Sanctions to assist probationers in accelerating desired behavior and distinguishing undesirable behavior.
- Deploys cognitive behavioral strategies with probationers to facilitate behavior change.
- Prepare reports to the court regarding defendant's progress and adjustment; prepare and maintain case history records, case evaluations, and report to the court regarding defendants.
- Makes contact with probationers, families, referral partners, etc, in the office or field, as required.
- Install and remove various electronic monitoring devices on the defendant/offender.
- Must complete Common Pleas Court annual required training.
- Other duties as assigned (i.e., monitoring court conditions, court appearances, substance abuse testing, report writing, etc.).
- Supervise, manage, and administer diverse offender caseload, ensuring the court's orders and offenders needs are met.
- Perform routine investigative and departmental tasks and assignments as required.
- Supervise, interview, and manage criminal offenders, enforcing compliance of all community-controlled sanctions as ordered by the court.
- Document events, complete written reports, staff cases with court and judges and articulate events as they occurred.
- Issue arrest warrants for community-controlled sanctions violations as well as assist in searching for and bringing the individual into custody when necessary.
- Maintain confidential records in compliance with the probation department manual.
- May perform pre-sentencing & post-sentencing assessments / investigations, complete with bond, sentencing and treatment / service recommendations.
- Successfully complete probation officer training program, including, but not limited to, firearms qualification/handling, defensive tactics and court/probation department policies/procedures.
- Performing field monitoring [home and work visits]; as well as physical and custodial arrests of violators at all times of day.
- Be a driving force and leader to the offenders under your supervision.
- Thoroughly understand and adhere to all court and departmental policies and procedures.
- Establish and maintain a professional, strong, and supportive demeanor in the interactions between offenders, family members, local law enforcement, etc.
- Establish, maintain and support professional relationships with law enforcement, peer-probation departments, social-service providers, treatment centers and correctional facilities.
- Bring forth quality and elevation to the department, the court, and the community.
- Perform administrative duties, including, but not limited to, answering incoming phone calls, directing offenders, data entry and document completion.
- Develop goals for the future to enhance his/her value to self/organization and offender success.
- Perform urinalysis as assigned.

- Hook up and monitor various electronic monitoring devices.
- Ability to work on call for a period of time.
- Develop reports to enhance value to self/organization and probationer success.
- Must complete Common Pleas Court annual required training hours.
- Other duties as assigned by Appointing Authority or designee.

WORKING CONDITIONS/PHYSICAL DEMANDS AND CONDUCT

- This position involves visits to correctional institutes and other criminal justice and behavioral health 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.
- Frequent contact occurs with co-workers, supervisor, court personnel, and outside agencies to accomplish objectives. Regular contact occurs with criminal defendants and their families to obtain information, counsel, and monitor activities.
- This position is subject to sitting, standing, walking, bending, reaching, and use hands to type.
- 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.
- 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 be clean and neat with acceptable hygiene standards and must adhere to dress code policy.
- Must be punctual and maintain an excellent attendance record.
- Applicants should be in good physical condition in order to protect themselves, co-workers and the public when necessary. Training will be continuous on a yearly basis including defensive tactics, self-defense and firearm qualification and re-certification
- Sit for extended periods of time; frequently stand, bend, crouch, kneel and able to lift and carry up to 20 pounds and walk or otherwise move within the court; ability to use a personal computer and its peripherals including keyboard, mouse and monitor for extended periods of time; use of telephones, calculators, copiers and fax machines; 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. Ability to grasp and manipulate files; frequent hand and/or wrist motion, frequent reaching at or above shoulder level.
- Must be punctual and maintain an excellent attendance record.
- As an essential function of this position the employee must be able to handle high levels of stress.
- Ability to effectively handle multiple tasks simultaneously with extreme accuracy, while establishing priorities and adapting to changes in workload demand.
- Ability to be flexible and adapt to last-minute changes.
- Must be comfortable handling urine specimens as an essential job function.
- May be exposed to communicable diseases, blood, bodily fluids, and/or tissue - must adhere to Universal Precautions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interpersonal and critical thinking skills
- Excellent written and verbal communication skills
- Ability to manage caseload and prioritize tasks
- Strong computer skills, including Microsoft Office
- Must possess ability/willingness to be trained on other software packages
- Proven ability to problem-solve and make difficult decisions
- High ethical standards and ability to maintain confidences

CONFIDENTIAL DATA

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

EQUIPMENT OPERATED

- Must be capable of operating a personal computer, facsimile machine, photocopier, postage machine, multi-line telephone system, and miscellaneous office equipment and accessories customarily used in an office environment.
- Vehicles, weapon and others as identified during employment.
- Once employed, learn how to utilize various electronic monitoring technologies.

SUPERVISION RECEIVED

- Department Head, direct supervisor, or designee.

EDUCATION AND LICENSING REQUIREMENTS

- 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).
- Possession of a valid driver's license (driving infractions will be reviewed on individual basis).
- Bachelor's degree from an accredited four (4) year college or university 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.
- Ability to pass criminal background check, drug test, and gain certification for use of a firearm.
- Must become certified to perform ORAS after employment obtained.
- Although not required, Officers are encouraged to obtain licensure from the Ohio Counselor and Social Work Board (L.S.W., L.I.S.W., L.P.C., and L.P.C.C.) or a license from the Ohio Credentialing Board (L.C.D.C.) or obtain an advanced degree and/or training.

Interested candidates should submit a **Resume** and **Cover Letter**, including a brief overview of relevant work experience, salary history and education by **4:30 p.m. on 09/29/2020** to: Mike Steele at mike.steele@co.warren.oh.us or visit www.co.warren.oh.us/commonpleas for more detailed information about this position.