



RECRUITMENT ANNOUNCEMENT
Post through 02/01/2023
Probation Officer – Electronic Monitoring Division
(Full -Time)

GENERAL

The Warren County Common Pleas Court – Electronic Monitoring Unit is recruiting to fill a non-grant funded Full-Time Probation Officer position. This Probation Officer position is responsible for supervising a diverse caseload, and will monitor clients on electronic monitoring and work release. Additional duties will be assigned as deemed necessary to fulfill the obligation of the Electronic Monitoring Unit and the Court Services Department. This Probation Officer will respond to the needs of local Municipal, Domestic Relations, Juvenile and Common Pleas Courts in Warren County, Ohio. This Probation Officer will perform duties pertaining to case management, and will also be responsible for developing relationships with local community partners and agencies. The supervision of offenders requires frequent contacts by telephone, in person and field visits. The Warren County Common Pleas Court Electronic Monitoring Unit uses a variety of tools and programming to monitor and measure defendant/offender compliance. These tools include, but are not limited to, urinalysis testing, electronic monitoring, Ohio Risk Assessment System Tools, education and counseling. This Probation Officer will be required in completing and meeting all training requirements within the first year of hire, and be certified in carrying a firearm through OPOTA standards.

QUALIFICATIONS

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. Previous experience supervising defendants/offenders, and Ohio Risk Assessment System certification are also preferred.

Considerable knowledge and ability in offender supervision, community control or corrections, or probation supervision is required. Must have the ability to communicate concisely and clearly, both verbally and in writing, to judges, attorneys, litigants, law enforcement officers and others conducting business with the Court. Applicants must have an understanding and willingness to be sensitive to a diverse population of clientele. Have an ability to work with individuals with substance abuse and mental health issues. Applicants must be committed to aiding defendants/offenders with their rehabilitation efforts to assist with the reduction in recidivism.

Knowledge of electronic monitoring products & services is a plus.

WORK HOURS: Hours for this position will vary as shifts will be bid on by seniority every six months. Training and probation period hours will be performed on varying shifts. The current shifts are as follows; Monday-Friday 8:00AM-4:30PM, 10:00AM-6:30PM (Swing Shift) and 2:00PM-10:30PM (2nd Shift). It is anticipated that the person selected for the position will be out of training within six months and be placed into their assigned shift. Upon completion and during the probationary period of six months, on call duties will be required to include weekends and holidays.

COMPENSATION

Starting pay is expected to start at \$40,000.00 with excellent benefits.

TO APPLY

Equal Opportunity Employer

520 Justice Drive • Lebanon, OHIO 45036
513-695-2300 FAX 513-695-1923

www.co.warren.oh.us/commonpleas



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 02/01/2023** to: Mike Steele and at CourtServices@co.warren.oh.us Please visit www.co.warren.oh.us/commonpleas for more detailed information about this position.

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