



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

Posting Number: 23.5.16PO
Date Posted: May 16, 2023
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: \$21.68 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 security, law enforcement, social work, counseling, and/or military experience. 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 detail oriented and possess strong organizational and written skills and have the ability to work independently and as part of a close team. The applicant must successfully complete a background investigation which includes a polygraph examination and psychological evaluation, and must be RCIC certified or obtain certification once employed. If the position requires carrying a firearm, the officer must become firearms certified. The applicant must possess a valid driver's license.

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 Probation or 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, and will contact families, referral partners, etc., as required. The position requires that the officer maintains appropriate contact with probationers, whether by phone, office visits, or home visits, as necessitated by each individual case. They 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 is responsible for compliance with the Ohio Department of Rehabilitation and Corrections audit standards as associated with the role. The officer attends and testifies in Court as needed, and arrests probationers and transports them to jail if necessary. The officer must attend required training and obtain minimum hours as required. The officer also performs other related duties as required. Certain units within the department require fieldwork and home visits.

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