

POSITION DESCRIPTION

Ohio Dept of Administrative
Services – Human Resources
Division

AGENCY: Portage County Adult Probation
DIVISION: Felony/Misdemeanor
UNIT OR OFFICE: Specialized Dockets

POSITION NUMBER	<input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change		County of Employment: Portage	
	USUAL WORKING TITLE OF POSITION Probation Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Assistant Chief of Probation/Specialized Docket Coordinator	
	NORMA L WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 AM TO: 4:00 PM Monday – Friday (2 Tuesdays of each month -10:00 AM – 6:00 PM)			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties	Minimum Acceptable Requirements	
90%	Provides structured community supervision to high risk, adult, felony and/or misdemeanor offenders ordered into a Specialized Docket Program certified by the Supreme Court of Ohio as follows: 1) Enforces rules and regulations of probation, program and all orders of the Court, including collection of court costs and restitution, 2) maintains responsibility for assigned caseload, 3) Administers the Ohio Risk Assessment System or Impaired Driving Assessment when required, 4) conducts face-to-face office meetings with clients to ensure compliance, 5) prepares violation motions as necessary, 6) prepares for court hearings and offers testimony when required, 7) keeps accurate case files with signed Rules of Probation, 8) documents case file notes and collateral contacts, 9) makes appropriate referrals based on client risk/needs and/or court orders, 10) conducts random drug and alcohol testing as directed by Specialized Docket standards (three times per week mandatory for Drug Court), 11) arrests and processes clients according to procedure, 12) abides by specific Specialized Docket standards, including training requirements, 13) meets with participants based on risk, need and phase 14) conducts DNA testing as required by law, 15) completes and updates case plans as required, 16) monitors and verifies completion of community work service, 17) conducts pre-sentence investigations and completes eligibility reports for the court within the established timeframes, 18) attends treatment team meetings as scheduled per docket (weekly or bi-weekly), engages in meetings and makes recommendations for sanctions, incentives and therapeutic interventions, 19) attends status review hearings as scheduled per docket (weekly or bi-weekly) and participates in giving reviews during the court session, 20) monitors participant compliance on Reconnect for randomized drug testing, 21) receives updates from the treatment provider and complies a progress report for each status review hearing for the Court, 22) makes appropriate community referrals for participants based on client needs assessment, 23) monitors emergency recovery support funding via numerous funding sources, approves emergency need requests of participants, processes requests and obtains verification of approved purchases in a timely manner, 24)	Bachelor's Degree in Criminal Justice Studies or related field OR five (5) years experience with direct supervision of offenders is preferred. Consideration for experience in related field of work may be given. Must have a valid Ohio Driver's License. <u>UNDERSTANDING OF:</u> 1) Court procedures and testimony 2) Crisis Intervention 3) Evidence-Based Practices and supervision strategies 4) Basic and Motivational Interviewing Techniques 5) Oral and written communication 6) Risk/Needs Assessment ORAS 7) Due Process Procedures 8) Arrest, Search & Seizure Procedures 9) Community Resources 10) Drug/alcohol testing procedures 11) DNA collection and procedures 12) Computer literacy (Word, Excel, Outlook, Courtview) 13) Disposal of bio-hazardous waste and materials 14) Policies & Procedures of Portage County Adult Probation Department 15) Sections of the Ohio Revised Code relevant to Adult Probation 16) Pre-Sentence Investigations 17) Specialized Dockets		
JOB TITLE	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	<input type="checkbox"/> Exempt Status <input checked="" type="checkbox"/> Non-Exempt Status		Hank T. Gibson, Chief of Probation	
JOB CODE				

An Equal Opportunity Employer
Revised 4/2021

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County Agency



New Position



Change

County of Employment:

Portage

USUAL WORKING TITLE OF POSITION

Probation Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

Assistant Chief of Probation/Specialized Docket Coordinator

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 AM TO: 4:00 PM Monday – Friday (2nd and 4th Tuesday of each month -10:00 AM – 6:00 PM)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties	Minimum Acceptable Requirements
9%	Provides off-site supervision of offenders when necessary by 1) conducting home visits, curfew checks and/or worksite checks, 2) networking with other agencies in developing treatment plan for offenders 3) maintaining positive communication with community agencies when monitoring treatment/program compliance, 4) prepares and investigates PSI's as directed, 5) LEADS Operator, if directed, 6) assists in training new officers, if directed.	
1%	Performs other duties as assigned. Duties may require use of personal vehicle for County business with mileage reimbursement if County car is not available. Position is inherently hazardous or physically demanding work. Exposure to chemical compounds found in an office environment, uses or works in proximity to the use of firearms, is exposed to bio-hazardous waste and possible injury due to unclean or unsanitary conditions, has contact with potentially violent or emotionally distraught persons, exposure to hazardous driving conditions, exposure to life threatening situations, exposure to needles and other drug paraphernalia, exposure to Hepatitis C and irregular work hours.	

List Position Numbers & Job Titles of Positions Directly Supervised:



Exempt Status



Non-Exempt Status

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Hank T. Gibson, Chief of Probation

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