



POSITION AVAILABLE:

Probation Officer

POSTING DATE: Monday, September 13, 2021
DEADLINE TO APPLY: Monday, September 20, 2021; 4:30 p.m.

DEPARTMENT: Adult Probation / Specialized Docket and Municipal Division
LOCATION: Ravenna, OH

STARTING SALARY: \$17.50/hour; negotiable based on experience

WORKING HOURS: 8:00 a.m. - 4:00 p.m. or 8:30 a.m. - 4:30 p.m. Monday - Friday and 10:00 a.m. - 6:00 p.m. on the 2nd and 4th Tuesday of each month

FLSA STATUS: Classified, non-exempt

MINIMUM QUALIFICATIONS:

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.

EXAMPLE OF DUTIES:

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.

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.

For full job description, click [HERE](#).

HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, COVER LETTERS AND RESUMES CAN BE EMAILED TO HRD@PORTAGECO.COM

NO PHONE CALLS PLEASE

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)