



UNION COUNTY OHIO
invites applications for the position of:

Probation Officer

SALARY:	\$18.44 - \$27.66 Hourly
OFFICE:	Court of Common Pleas
OPENING DATE:	01/05/21
CLOSING DATE:	01/19/21 11:59 PM
WORK SCHEDULE:	Monday - Friday 8:00am - 4:30pm

DESCRIPTION:

Under administrative direction of Union County Court of Common Pleas Judge and Chief Probation Officer, assists in planning and directing all activities and programs of county probation department; researches potential grant funding opportunities; attends court hearings to observe and testify when required; investigates background of current or previous criminal offenders and writes related reports.

QUALIFICATIONS:

Completion of a Bachelor's degree from an accredited college or university in a related field; one (1) year of experience in criminal justice, corrections, law enforcement, social service, or related field; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Candidates must be capable of passing a comprehensive pre-employment background investigation.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy. Must possess or be able to obtain necessary licensure or certification to allow for carrying of a firearm. Must possess and maintain certification for the use of LEADS.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Motor vehicle, electronic monitoring equipment; firearm; pepper spray; radio; restraint devices (i.e. handcuffs); personal computer, telephone, copier, fax machine, printer, calculator, and other standard office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); uses or works in proximity to the use of firearms; is exposed to possible injury due to unclean or unsanitary conditions; has contact with potentially violent or emotionally distraught persons; has exposure to hazardous driving conditions; has exposure to life threatening situations; has exposure to needles and other drug paraphernalia; has exposure to

Hepatitis C; has to work irregular hours.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

ESSENTIAL FUNCTIONS:

For purposes of 42 USC 12101:

(1) Manages case load of persons under community control sanctions (e.g., oversees offenders; interviews, visits, and observes offenders at residence/work site or other community locations; cooperates with public and private organizations regarding treatment and welfare of intensive clients; reviews documents, records, and reports to develop case plans in conjunction with offenders to address identified risk factors; maintains and reviews case plans with offenders to address identified risk factors; maintains and reviews case plans with offenders throughout supervision period to gauge progress of established goals; conducts visual and auditory surveillance; performs drug testing by collecting and transporting specimens or using drug kit procedures when necessary and maintains a written chain of evidence from sample collection through testing and hearing process; conducts and completes placement, arrest, and violation investigations by interviewing individuals, reading & understanding technical information including medical, psychological, law enforcement, and legal documents; travels to offender homes, places of employment, jails, courts, etc.; assist courts, attorneys and law enforcement officers; supervises and assists intensive clients with conditions of probation/supervision; consults with and makes recommendations to attorneys; investigates alleged probation violations; implements curfew and other sanctions as directed by the Court; notifies courts of probation violations; assists intensive clients in obtaining services; maintains records and makes such available to the probation department administration and courts; etc.). Supervises defendants on pre-trial release/bond as needed. Coordinates work with the Intensive Supervision Officer from the Union County FSTR Drug Court as needed.

(2) Completes appropriate screenings/assessments on offenders; prepares and files appropriate case updates, violations and other documents as needed/directed; prepares required reports and paperwork; collaborates with law enforcement and/or other county agencies; maintains records in accordance with retention period as required by law; etc.; conducts alcohol and/or drug screening tests via observed urine testing.

(3) Maintains required licensures, certification, and continuing education requirements, if any.

(4) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(5) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(6) Performs other related duties as assigned.

(7) Attends staff meetings as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS:

(*indicates developed after employment)

Knowledge of: county, department, and unit goals and objectives*; county, department, and unit policies and procedures*; personnel rules and regulations; government structure and process; public relations; legal terminology; office practices and procedures; English grammar and spelling; case management; criminal justice; probation work methods and philosophies*; social work or social behavioral sciences; counseling; available community resources*; court policies and procedures,*; court system structure and process,*; probation case management; interviewing; safety practices and procedures; federal, state, and local laws; investigation techniques; courtroom procedures.

Skill in: telephone console operation; word processing; computer operation; use of modern office equipment; motor vehicle operation.

Ability to: prepare accurate documentation; use proper research methods to gather data; communicate effectively; understand a variety of written and/or verbal communication; gather, collate, and classify information; handle sensitive inquiries from and contacts with officials and general public; travel to and gain access to work site; develop and maintain effective working relationships; resolve complaints; perform job safely; safeguard information of a sensitive or confidential nature; subdue and/or restrain children/adults; testify in court; exercise independent judgment and discretion; compile and prepare reports.

POSITIONS DIRECTLY SUPERVISED:

None

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.unioncountyohio.gov/>

Position #00113
PROBATION OFFICER
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