

BUTLER COUNTY AREA COURTS
JOB ANNOUNCEMENT

TITLE: PROBATION OFFICER

HOURS: Full Time, M-F, 8:00-5:00, some evenings or weekends as needed

START: August 2018

SALARY: \$47,500 to 57,500

ESSENTIAL FUNCTIONS:

General Duties:

1. Treats all co-workers and the public with equality, dignity and respect.
2. Handles all cases in a sensitive, courteous and professional manner.
3. Conducts himself/herself in a professional manner.
4. Adheres to all court attendance policies.
5. Arrives at work on time and is prepared to begin at the assigned starting time.
6. When all job duties are complete, helps co-workers with their job duties.
7. Must be able to receive constructive criticism.
8. Must respect authority of superiors.
9. Reports directly to the Chief Probation Officer.

Specific Duties:

1. Demonstrates regular and predictable attendance.
2. Promotes and maintains positive and effective working relationships and promotes good public relationships as a representative of Area Courts.
3. Appropriately uses the case management system to supervise a large caseload according to supervision standards. Implements/monitors conditions of community control as ordered by the Court to ensure compliance.
4. Conducts Pre-Sentence Investigations, Sealing of Records and other investigations as

assigned by the Court or by the Chief Probation Officer and makes appropriate recommendations to the Court as to dispositions and other matters.

5. Interface with the Prosecuting Attorney's Office, Law Enforcement Agencies, and maintains a working relation with community agencies and criminal justice agencies.
6. Arrest and /or assist in the arrest of probation violators, initiates and follows through with revocation proceedings. May conduct search and seizure of probationer's person/property.
7. Conduct home visits as needed.
8. Performs on-call duties as specified during non-business hours.
9. Conducts screenings for drug and alcohol use by probationers. Operates urinalysis testing, and alcohol testing equipment.
10. Maintains workload statistics and completes state required data forms.
11. Candidate must have or be able to obtain Certifications in ORAS; and Ohio Peace Officer Training Academy.
12. Maintains firearm qualification and certifications and follows all guidelines for the proper use and handling of firearms.
13. Adhere to all Court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court.
14. Perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards.
15. Communicates regularly with the Chief Probation Officer about department issues.
16. Remains informed of current developments and procedures pertinent to duties; may be required to attend seminars/training.
17. Meets all job safety requirements and all applicable safety standards that pertain to the essential functions of the position and all agency safety procedures.

Additional Requirements With or Without Reasonable Accommodation:

Ability to climb stairs, walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, hear with aid, see, write, count, speak, analyze, alphabetize, lift, perceive depth carry under 15 lbs.

Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, chemicals used for urinalysis, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus or airplane.

Equipment (machines, tools and devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, urinalysis equipment, telephone and automobile.

Minimum Qualifications:

Bachelor's degree from accredited college or university with major course work in Criminal Justice, Correction, Social Work or other related field preferred.

Prior experience in Law Enforcement or related field may be considered.

Additional Qualifications (Agency/Dept. Qualifications):

Valid driver's license (Required)

Maintains unarmed self-defense certification and follows all guidelines of the department's Use of Force Policy and Procedure

In completing the duties and responsibilities of the position, the Court expects the employee will adhere to all Court policies, guidelines, practices and procedures; perform duties as workload necessitates in a timely, accurate and thorough manner.

Additional Information

Application Procedures: Submit resume and cover letter to the Area Court's Administrative Office, 101 High Street, 1st Floor, Hamilton, Ohio 45011 or email to hershnercs@butlercountyohio.org by 12:00 p.m. on Friday, June 15, 2018. The most qualified applicants will be interviewed.

All successful candidates will be subject to a background check.

This office provides all services, activities, programs, and employment without discrimination on the basis of race, color, sex, religion, national origin, age, or disability, in accordance with the Civil Rights Act of 1964, the Age Discrimination Employment Act, and the Americans with Disabilities Act as well as similar Ohio laws. Upon request, this office will consider any needed reasonable accommodations for any qualified individual with a disability to allow that individual to participate in services by this office.