

**BUTLER COUNTY COMMON PLEAS COURT  
POSITION DESCRIPTION**

**POSITION TITLE:** Probation Officer I

**JOB LOCATION:** 824 S. Martin Luther King Boulevard Hamilton, Ohio  
45011

**SALARY RANGE:** \$34,000.00 TO \$49,400.00 PER ANNUM  
(\$18.68 TO \$27.14 PER HOUR)

**DATE:** 09-01-2017 through 09-15-2017

**APPROVED BY:** Wayne G. Gilkison, Court Administrator

- I. Job Function and Summary - See attached
- II. Minimum Qualifications
  - A. Education, Experience and Training
    - 1. Bachelor's degree from accredited college or university with major course work in Criminal Justice, Corrections, Social Work or related field preferred.
    - 2. Prior experience in Law Enforcement or related field may be considered.
    - 3. Experience in operation of computers and related equipment preferred.

**B. Knowledge and Skills**

1. Knowledge of the principals of community corrections.
2. Knowledge of the principals, methods, techniques and practices of probation casework.
3. Knowledge of the psychological concepts of behavior, social adjustment and emotional stability.
4. Knowledge of the laws, rules and regulations related to probation.
5. Skills to collect, compile, review and evaluate information and prepare reports.
6. Skill to effectively interview and counsel offenders and to provide liaison between offenders and other entities.
7. Skill to conduct probation investigations and report the results accurately and impartially.
8. Skill in public address.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations and the public.

**III. Additional Requirements With or Without Reasonable Accommodation**

- A. 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 and carry under 15 lbs., perceive depth, operate a motor vehicle, operate motor equipment, and could possibly use a firearm.
- B. 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.
- C. 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.

#### IV. Application Process

Submit a departmental application; obtainable at the Butler County Common Pleas Court website ([www.bccommonpleas.org](http://www.bccommonpleas.org)). The application is located under the link to downloadable documents. You may submit the application directly from the webpage. The submit button at the top of the document will e-mail the applications to the correct parties.

You may also mail a detailed resume', a completed application, along with cover letter to:

Wayne Gilkison  
Butler County Courthouse, 3<sup>rd</sup> Floor  
315 High Street  
Hamilton, Ohio 45011  
(513)785-5851

or

Wayne G. Gilkison  
Butler County Department of Court Services  
824 S. MLK Boulevard  
Hamilton, Ohio 45011  
(513) 785-5851

**POSITION DESCRIPTION  
BUTLER COUNTY COMMON PLEAS  
General Division  
315 High Street,  
Hamilton, Ohio 45011**

CLASSIFICATION TITLE: **PROBATION OFFICER I**

FLSA STATUS:	Non-Exempt	EMPLOYMENT STATUS:	Full
CIVIL SERVICE STATUS:	Classified	WORK SCHEDULE:	7 hours daily
REPORTS TO:	Division Manager	Schedule determined by Administration	
SALARY: \$34,000 TO \$49,400 Annually (\$18.68 to \$27.14 an hour)			

**FUNCTION:**

Under the general supervision of the Chief Probation Officer, supervises persons placed on Community Control and/or Probation; conducts required investigations; and may be assigned other special duties by the Chief Probation Officer.

**MAJOR DUTIES AND EXPECTATIONS:**

Supervision

The officer supervises caseload according to departmental supervision standards. Officer monitors and enforces the conditions of probation as ordered by the Court, to insure compliance with the orders of the Court.

Investigations

Conducts Presentence Investigations, bail bonds, sealing of records, Judicial Releases 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.

Arrest and Revocation

Arrests and/or assists in the arrest of probation violators; conducts search and seizure of probationer's person/property; and initiates and follows through with revocation proceedings.

Other

- Maintains working relationship with community agencies and criminal justice agencies
- Participates in training and other job-related courses as determined by the Chief Probation Officer
- Operates urinalysis testing equipment

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- Maintains workload statistics and completes state required data forms
- May be assigned special duties by the Court or Chief Probation Officer
- Complete courses as assigned in the Probation Departments self-defense and arrest procedures.
- Create an open, orderly and professional work area, maintain forms, files and records in an organized manner.
- Maintain confidentiality in regards to cases pending in Common Pleas Court and refrain from discussion of any court related matters by any means of communication including social media.
- Become certified to perform the Ohio Risk Assessment (ORAS) prior to the completion of your probationary period.
- Perform all other duties as deemed necessary by appointing authority or their designee.

**QUALIFICATIONS:**

B.A. or B.S. Degree in Corrections, Social Work, Criminal Justice or related field. Prior experience and education in Law Enforcement or related field may be considered.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must have and maintain a valid Ohio driver's license and satisfactory driving record.

**PHYSICAL EFFORT AND WORK ENVIROMENT:**

Exposure to general office chemicals; possible contact with potentially violent or emotionally distraught persons; exposure to threatening situations; work in the proximity of use of firearms; potentially vicious animals in the community; or handle urine and exposure to bodily fluids.

**COURT EXPECTATIONS OF EMPLOYEE:**

In completing the duties and responsibilities of this position, the Court expects the incumbent will adhere to all Court policies, guidelines, practices and procedures; be conscientious about meeting Court productivity standards, communicate regularly with supervisor or manager about Court issues; model high ethical conduct on and off the job, exhibit a professional and respectful demeanor with all Court employees, the public, defendants or other persons whom we come in contact with.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability the job duties and requirements specified in this position description.

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(Employee Signature)

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(Date)