

COUNTY OF SANDUSKY
Adult Probation

Sandusky County Adult Probation is seeking a **full-time Probation Officer**. **Minimum acceptable qualifications:** Completion of a four year degree from an accredited college or university in criminal justice, psychology, sociology, social work or a related field plus a minimum of two years' experience in working with individuals involved in the criminal justice system. Must have no legal prohibition against carrying firearms. Physical ability and training sufficient to provide security in all phases of employment. Communication skills, writing skills, good interpersonal relationship skills, positive attitude, telephone skills, computer competency; typing skills and filing skills. Ability to communicate with attorneys, judges, other officials, coworkers, employers, probationers, and the general public. Willingness to participate in continuing education and must appreciate the confidentiality and ethical responsibilities of the Adult Probation Department and the Courts. Must possess valid Ohio Driver's License with an acceptable driving record.

Job duties include: Monitors compliance of probationers with the rules and regulations such as: program attendance, employer contacts, home visits, field visits, office visits, obtaining specimens and performing alcohol/drug tests; establish a court ordered payment schedule, maintains files of assigned probationers; prepares correspondence; communicates with penal institutions, attorneys and social agencies; instructs probationers; assist Bailiffs and Judges; assists in security of the department and adjacent areas and transports prisoners.