

PRE-TRIAL SERVICES OFFICER

Title: Pre-Trial Services Officer

Department: Common Pleas – Adult Probation

Status: Full-Time

Starting Salary: \$48,000/year

Benefits: Full government benefits including health insurance, OPERS Retirement, paid sick leave, paid vacation, and more — all with no union dues.

Are you looking for meaningful work in the criminal justice system? Do you want a career that makes a difference — with benefits that support your future?

We're hiring a Pre-Trial Services Officer to join our professional team. This position is responsible for the supervision and monitoring of alleged offenders while their criminal cases are pending in court.

Key Responsibilities:

- Conduct interviews and assessments of pretrial defendants
- Monitor compliance with court-ordered conditions
- Prepare detailed reports for judicial review
- Maintain regular contact with clients and track case progress
- Coordinate with law enforcement and court personnel

Requirements:

- At least 21 years of age
- Valid Ohio driver's license
- Must meet qualifications to carry a firearm
- Clean driving and criminal record
- Strong written communication and report writing skills
- Calm, professional demeanor under pressure
- High degree of organization and attention to detail
- Flexible schedule — standard hours are 8:00 AM to 4:30 PM (M–F), but some early morning/evening/weekend availability may be required

Preferred Qualifications:

- College degree in criminal justice or a related field
- Prior experience in law enforcement, probation, or court services
- Desire to help others and serve the community

If you're committed to public service and want to be part of a respected, supportive team — apply now to start your career in pre-trial services. Please follow any procedures noted by the Sandusky County Human Resources Office regarding filing an application and résumé.