

PROBATION OFFICER – PART-TIME

REPORTING TO: ADMINISTRATIVE/PRESIDING JUDGE

SUMMARY: The part-time Probation Officer is responsible for the operation of the Probation Department. This position supervises a caseload of probationers and defendants placed on pre-trial bond supervision. The Probation Officer also provides leadership and direction in interventions/case management.

QUALIFICATIONS:

- OPATA certified in firearms.
- Prior work experience in a relevant related field
- Knowledge of computer skills.
- Must possess Ohio driver's license and be able to complete a background check.
- Must be bondable.
- Must be able to obtain LEADS/OLEG/ORAS certification.

EQUIPMENT OPERATED: General office equipment and county vehicles.

HOURS: 37.5 hrs with 22.5 hrs in Clyde and 15 hrs in Woodville Courts

PAY RATE: \$20.00 per hour (negotiable upon experience)

WORK LOAD:

50%

- Supervision of active and inactive probation caseload, warrants, diversion, expungement, pre-sentence investigation, bond supervision and pre-trial court caseload when necessary.
- Prepares files and maintains records of assigned caseload including termination/extension of cases.
- Attends court hearings and makes recommendations on bond at arraignment and probation violations.

40%

- Manages and submits payroll for judge's approval.
- Provides security to the courthouse on non-court days and assists bailiff with court security on court days.
- Creates and submits annual budget for the probation department to judge for approval.
- Seeks, prepares, and maintains grants for probation, security, etc.
- Collection of UA's as needed following court policies, procedures, and protocols, including maintaining chain of custody and transport of specimens for confirmation and testing as needed.
- Acts as contact point for Judge for varying county departments, agencies, etc. as regards to probation
- Become a member of the CCB board and attend regular meetings.
- Maintains court security along with the Bailiff. Submit surveillance videos upon request.

10%

- Acts as Bailiff on designated court days when Bailiff is unavailable.
- Other duties as assigned by Judge.