

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Agency:</b> Juvenile Court	<b>Unit:</b> Judicial Services
<b>Name:</b>	<b>Position Title:</b> Probation Officer
<b>Class Title:</b> Probation Officer	<b>Class Number:</b> 42431

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<b>Dept./Div.:</b> Juvenile Court	<b>Civil Service Status:</b> Unclassified
<b>Reports To:</b> Chief Probation Officer	<b>Employment Status:</b> Full-time
<b>Pay:</b> Resolution	<b>FLSA Status:</b> Exempt

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**QUALIFICATIONS:** An example of acceptable qualifications:

Bachelor's Degree in Sociology, Criminal Justice, Psychology or related fields, with training or experience working with children and families. Computer and word processing skills, and excellent written and oral communication skills.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio vehicle operator's license with an acceptable driving record.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Computer, typewriter, office copier, telephone, passenger vehicle.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** For purposes of ORC 4167.

Occasional -Exposure to bodily waste, tissue or fluids.

Periodic -Contact with potentially violent or emotionally distraught persons.

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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 Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

# SANDUSKY COUNTY

## CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

<b>Agency:</b>	Juvenile Court	<b>Unit:</b>	Judicial Services
<b>Name:</b>		<b>Position Title:</b>	Probation Officer
<b>Class Title:</b>	Probation Officer	<b>Class Number:</b>	42431
<b>Supervisor's Title:</b>	Chief Probation Officer	<b>Number:</b>	42434

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**Supervises:** N/A

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

#### **JOB DUTIES: In order of importance**

#### **ESSENTIAL FUNCTIONS OF THE POSITION:** (\* indicates developed after employment)

55% (1) Monitors progress and conduct of individuals on probation, instructs probationers on probation rules and regulations; obtains specimens for alcohol/drug testing; monitors probationer's progress; discusses progress, conduct and condition with parents, guardians and other concerned and related persons; enforces terms and conditions of probation; prepares and makes recommendations. Reports to the Chief Probation Officer.

(1) **Knowledge of:** (a)\*; (b); (c)\*; (d).  
**Ability to:** (e); (f); (g); (h); (i).

25% (2) Prepares case histories, pre-sentence reports, etc.; performs necessary investigations (e.g., consults with school administrators, teachers, law enforcement officers, parents, neighbors, victims, etc.); refers clients to social service agencies; conducts home and work place visitations; develops and implements treatment plans and programs; corresponds with penal institutions and attorneys.

(2) **Knowledge of:** (b); (c)\*; (d); (j).  
**Ability to:** (e); (f); (g); (h); (i); (k).

20% (3) Prepares and issues instructions to clients; maintains restitution and community service records; reviews and updates case information; determines probation violators; orders apprehension; maintains case files; processes court orders; serves summonses; transports probationers; conducts unofficial hearings with probationers, parents, etc.; attends court hearings; assists in maintaining security of the department and court; assists judges and bailiffs; assists in transporting prisoners.

(3) **Knowledge of:** (a)\*; (b); (c)\*; (d); (j).  
**Skill in:** (l).  
**Ability to:** (e); (f); (g); (h); (i); (k).



