

JOB DESCRIPTION

CLERMONT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Department: Common Pleas Adult Probation **Type of Appointment:** Full-time Permanent

Exemption Status: Non-exempt **Working Title:** Probation Officer II

Location: 270 Main Street Batavia, OH **Classification:** Classified

Pay Rate: \$33,000 per year **Work Schedule:** Monday-Friday/8:00 AM-4:30 PM

Applicants must meet the minimum requirements listed below. Conditions and procedures for selection shall be set by the Clermont County Common Pleas Court. Also, certain positions require pre-placement investigations and/or periodic exams which may include drug/alcohol screening.

JOB SUMMARY

Under supervision of the Director, is responsible for motivating, counseling, investigating, and monitoring offenders and probationers referred by the Court. May make arrests and transport probation violators; performs other related duties as required. The basic supervision officer is also required to complete presentence investigation reports, community control violation affidavits and reports, and any other necessary reports for offenders under his/her supervision. Work activities of this position are concerned with the data collection and research of information for the presentation to the Courts and the monitoring of individuals placed on probation. This position may afford the optional opportunity to carry O.C. spray and/or other accessories as designated by the Court.

SPECIALIZED SKILLS AND KNOWLEDGE

- ◆ Substantial knowledge of the philosophy, theories, and practices of the correctional field with a knowledge of law, psychology, sociology, law enforcement, and criminology as these disciplines are related to the duties and responsibilities of this position
- ◆ Ability to maintain good public relations on all levels as a representative of the Court; unquestioned integrity; maturity of judgment and tact
- ◆ Ability to maintain confidentiality of confidential and sensitive information
- ◆ Ability to establish and maintain effective working relationships with associates and other job-related contacts
- ◆ Ability to establish rapport with, secure the cooperation of, and inspire confidence in defendants/offenders of various social and economic backgrounds; ability to work with resistant clients
- ◆ Ability to exercise initiative in handling problems encountered while performing assigned duties; ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations
- ◆ Exemplary writing skills
- ◆ Ability to make thorough investigations of cases and make sound evaluations and recommendations
- ◆ Knowledge of available community resources
- ◆ Possess a valid State of Ohio Motor Vehicle Operator=s License
- ◆ Must be available to work some evening hours if required

Probation Officer II Job Description Continued

MAJOR RESPONSIBILITIES

INVESTIGATIONS

- ◆ Performs all functions for pre-sentence investigation reports of probationers under his/her supervision who are referred due to new charges or an ILC revocation, including, but not limited to interviews with the defendant, family members, employers, law enforcement officers, Children's Protective Services and other county/state agencies, and victims. Makes all necessary collateral contacts to ensure an accurate and complete investigative report.
- ◆ Completes judicial release and mitigation reports for offenders previously under his/her supervision for that case.
- ◆ Investigates possible violations of community control sanctions , prepares and files necessary community control violation affidavits, and completes supplemental reports to provide the Court with complete, accurate, and up-to-date details regarding the alleged violations of community control
- ◆ Any other investigations as required.

SUPERVISION

- ◆ Assumes supervision of offenders granted community control and explains community control sanctions, rules and obligations which include court imposed special conditions and general rules of probation.
- ◆ Establishes standards of acceptable social conduct; prepares case plans for rehabilitation; establishes time frames to accomplish case plan objectives; uses motivational interviewing techniques to help probationers accomplish community control sanctions and case plan objectives.
- ◆ Establishes reporting schedules and payment schedules for court costs, restitution, and fines.
- ◆ Monitors activities of the probationers by completing home visits. Basic supervision officers are required to do field work at least one day per week.
- ◆ Refers clients to various social service agencies and establishes interaction with clients to counsel and modify criminal or anti-social behavior.
- ◆ Attends necessary Court hearings and prepares necessary documentation for revocation proceedings, update status reports, and other required hearings.
- ◆ Performs other administrative duties as required.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- ◆ Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relation skills involved in the position. An advanced degree in an appropriate area is preferred.
- ◆ At least two (2) years of progressively responsible experience gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, counseling, case management, law enforcement, criminal investigations, or work in substance abuse treatment is required.