

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Domestic Violence Supervision Officer Domestic Violence Intervention Court
CLASSIFICATION/ SALARY RANGE:	Classified/Non-Exempt \$41,641.60/\$20.02
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Pre-Employment Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@cpcourt.summitoh.net
POSTING DATE:	Applications accepted: September 24, 2021 through October 8, 2021.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT An Equal Opportunity Employer

POSITION TITLE:	Domestic Violence Supervision Officer	GRADE:	20
DEPARTMENT:	Domestic Violence Intervention Court	CLASSIFICATION:	Non-Exempt Classified
REPORTS TO:	Presiding Judge	PAGE:	1 of 4

POSITION SUMMARY:

Under direction, provides supervision of felony level domestic violence probationers by monitoring activities and providing counseling; referring participants to community services, making court appearances as required; and performing related administrative and clerical duties. Performs other related duties as required and may be cross trained to assist with other departmental duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Officers perform any related duties required by the Court or the Program Supervisor/Director.

1. Attend all Specialized Docket Court Sessions, Team/Treatment meetings, and other presentations/meetings, as deemed appropriate.
2. Enforce court-ordered supervision components and implement supervision strategies. Maintain contact with probationers; monitor and report on probationers' activities within the community (e.g. in office reporting, field contacts, family interviews, home visits), access and provide updates in SCORS; ensure probationers are aware of probation rules and court orders; verify information received from probationers (e.g., address, place of employment, treatment progress); monitor probationer's compliance to directives and financial obligations; intake of new probationers (e.g. interviews probationers, examines files); make referrals to appropriate social service agencies; investigate complaints against probationers; complete case plans and ORAS assessments.
3. Conduct violation investigations and prepare reports. Conduct necessary field investigations to obtain information; analyze data and prepare sentencing recommendations within established guidelines.
4. Conduct participant screens and other evidence-based program assessments, such as the Ohio Risk Assessment System (ORAS) and the Domestic Violence Screening Instrument, as outlined by policy and procedure.
5. Prepare and serve probation violations, citations, warrants; prepare capias requests; testify at probation violation hearings; schedule court appearances; prepare inter-office memorandums for judges; prepare for and attend "call day" (e.g., reviews cases, records status and disposition of

Date Adopted:

Date Revised: 09/24/2021

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cases, provides requested information). Serve as a resource to the court. Maintain detailed written records of case activity.

6. Monitor and enforce no contact, protection orders, and temporary protection orders issued through the Court.
7. Perform related administrative and clerical duties; prepare and maintain correspondence; make and respond to telephone and written inquiries; calculate monthly statistics; update and maintain files; establish and monitor restitution accounts; complete ninety (90) day and annual classifications and reviews; prepare closing summaries.
8. Attend all trainings and meetings as directed by the Specialized Docket Judge(s), Supervisor, Specialized Docket Certification, and Grant requirements.

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Required Qualifications: Completion of a bachelor's degree from an accredited college or university with a major in criminal justice, behavioral science or other related discipline, or equivalent. Possession of a valid Ohio Driver's License and liability car insurance.

Knowledge, Skills, and Abilities: Understanding of domestic violence, including correlates and victimization.
Ability to communicate effectively and professionally, both verbally and in writing.

Ability to prioritize work, work independently, manage time efficiently, and work under time constraints.

Ability to maintain sensitive and confidential information.

Completion of the Ohio New Probation Officer Training Program and ORAS certification.

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This position requires alertness and attention to detail to ensure accuracy. Requires concentration when composing replies to routine inquiries.

Operation of a variety of standard and complex office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications, use of SCORS and other criminal justice databases.

This position has access to information that is limited to use for official court purposes only. Employees are expected to keep such information strictly confidential.

Physical Ability:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

Position Type/Expected Hours of Work:

This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Domestic Violence Supervision Officer

Date

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Administrative Judge

Date