

# APPLICATIONS BEING ACCEPTED

## SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Adult Probation Supervisor Summit County Adult Probation Department
CLASSIFICATION/ SALARY RANGE:	Classified/Exempt \$54,516.80 – \$74,630.40
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; Social Media; Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: <a href="mailto:hr@cpcourt.summitoh.net">hr@cpcourt.summitoh.net</a>
POSTING DATE:	Applications accepted beginning <b>February 8, 2024. Position open until filled.</b>

AN EQUAL OPPORTUNITY EMPLOYER

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## CLASSIFICATION SPECIFICATION

### SUMMIT COUNTY COMMON PLEAS COURT

#### An Equal Opportunity Employer

<b>POSITION TITLE:</b>	Adult Probation Supervisor	<b>GRADE:</b>	26
<b>DEPARTMENT:</b>	Adult Probation Department General Division	<b>CLASSIFICATION:</b>	Exempt Classified
<b>REPORTS TO:</b>	Director of Offender Services	<b>PAGE:</b>	1 of 3

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### **POSITION SUMMARY:**

Under general direction, supervises work activities of Adult Probation Officers and other assigned personnel; maintains unit quality control; supervises limited caseload; performs related administrative duties. Performs other related duties as required and may be cross-trained to assist with other departmental duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:**

The following duties and responsibilities are normal for the position. These are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be required and assigned.

1. Supervises work activities of Adult Probation Officers and other assigned personnel (e.g., schedules, assigns and reviews work, monitors completion of assignments, assists with difficult cases, etc.); recommends discipline; evaluates performance; interviews job applicants; approves leave requests; assists with research and development of policy; trains or assists in training new Adult Probation Officers.
2. Ensures all work performed within unit complies with quality control standards; reviews, edits and approves case files, correspondence, presentence investigations, court documents, etc. to ensure completeness and adherence to policy; reviews and responds to complaints against Adult Probation Officers; assists in arrangement of arrest and transportation of probationers.
3. Assists in the operation of the LEADS terminal, as required; accesses and updates SCORS (Summit Court Online Record System).
4. Performs related administrative duties; maintains statistics on caseloads, violations, etc.; assists with or develops new office forms; resolves office problems; attends meetings relating to department operation and policy; maintains related records and documents (e.g., vehicle costs and maintenance, employee driving status and insurance, etc.); attends departmental meetings and various training seminars, must complete 20 hours of mandatory training annually.
5. Serves as liaison to outside agencies (e.g., Sheriff's department, community agencies, department of human services, etc.) to coordinate efforts and resolve disputes; attends departmental meetings and training seminars and reads various publications to keep abreast of new developments, trends and rulings on probation issues; advises staff as necessary.
6. The Intensive Supervision Program (ISP) Supervisor: responsible for the maintenance of the Community Correction Act (CCA) Grant; maintains records pertaining to the operation of the ISP; documents training of ISP Officers; performs file audits to maintain adherence to CCA guidelines; attends grant related meetings, as required; communicates, as required, with state auditors, CCA Project Director, Court Executive, and Director of Offender Services/Chief Probation Officer.

Date Adopted:

Date Revised: 12/06/2019

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**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:

**Education & Related Work Experience:**

Bachelor's degree in criminal justice, behavioral sciences or other related discipline, plus five (5) years experience as a Probation or Parole Officer with acceptable performance rating, or equivalent. Possession of a valid Ohio Driver's License and liability car insurance.

**Knowledge, Skills, & Abilities:**

Requires the ability to communicate effectively, both verbally and in writing, to establish positive public relations and to interact effectively with judges, attorneys, supervisors, co-workers, and the public.

Must be able to speak in public forums.

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

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.

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.

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**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.

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

**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. to 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.

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Probation Supervisor

Date

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Administrative Judge

Date