

# **APPLICATIONS BEING ACCEPTED**

## **SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION**

POSITION:	Adult Probation Officer Summit County Adult Probation Department
CLASSIFICATION/ SALARY RANGE:	Classified/Non-Exempt \$55,078.40/\$26.48
BARGAINING UNIT:	Common Pleas Adult Probation Department (AFSCME Local 1229)
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:	<b>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 Officer	<b>GRADE:</b>	20
<b>DEPARTMENT:</b>	Adult Probation Department General Division	<b>CLASSIFICATION:</b>	Non-Exempt Classified
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#### **POSITION SUMMARY:**

Under direction, provides supervision of probationers by monitoring activities and providing counseling; prepares presentence investigations; makes court appearances as required; performs 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 Director of Offender Services.

1. Enforce court-ordered supervision components and implement supervision strategies. Maintains contact with probationers; monitors probationers activities within the community (e.g. in office reporting, field contacts, family interviews, home visits, accesses and updates SCORS [Summit Court Online Record System]); ensures probationer is aware of probation rules and court orders; verifies information received from probationer (e.g., address, place of employment, treatment progress); monitors probationers compliance to directives and financial obligations; intake of new probationers (e.g. interviews probationers, examines files); makes referrals to appropriate social service agencies; investigates complaints against probationer; complete case plans and ORAS assessments.
2. Conducts presentence investigations and prepares presentence and related reports; prepares social history on defendant (e.g., reviews police reports and information provided by defendant, verifies information as necessary, gathers history of education, employment, substance abuse, mental health); conducts necessary field investigations to obtain information; analyzes data and prepares sentencing recommendations within established guidelines.
3. Prepares and serves probation violations, citations, warrants; prepares capias requests; testifies at probation violation hearings; schedules court appearances; investigates and prepares reports for sealing of records; prepares inter-office memorandums for judges; prepares for and attends "call day" (e.g., reviews cases, records status and disposition of cases, provides requested information). Serve as a resource to the court. Maintain detailed written records of case activity.
4. Performs related administrative and clerical duties; prepares and maintains correspondence; makes and responds to telephone and written inquiries; calculates monthly statistics; updates and maintains files; establishes and monitors restitution accounts; completes ninety (90) day and

Date Adopted:

Date Revised: 06/13/2018

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annual classifications and reviews; prepares closing summaries; attends departmental meetings and various training seminars, must complete 20 hours of mandatory training annually.

5. The Adult Probation Officer assigned to the Intensive Supervision Program (ISP) will be responsible for completing case plans and risk assessments for high risk offenders; maintains and updates the state's database for offenders in state funded programs; and completes five-month reviews on all cases.

#### **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:** Requires 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.

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 (developed after employment).

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.

**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.

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Adult Probation Officer

Date

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Administrative Judge

Date