

<p>Medina Municipal Court Probation Officer Salary Range \$23.15 to \$29.56</p>

SUMMARY

Probation officers are responsible for supervision of large caseloads of misdemeanor offenders, monitoring individual defendants for compliance with court ordered terms of supervision, and providing notification to the Court of probationers' noncompliance with terms of probation. Probation Officer reports directly to the Chief Probation Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (other duties may be assigned.)

1. Obtaining any/all information as requested by the Court prior to sentencing and presenting it in the manner prescribed by the Court/Chief Probation Officer. Such information includes information obtained directly from the offenders and their treatment providers, prior criminal history and official accounts from law enforcement, witnesses, and victims.
2. Probation Officers make recommendations towards sentences when reviewing cases with the Judge of the Medina Municipal Court.
3. Regular contact with treatment providers, employers, community service placement sites, drug testing agencies, law enforcement agencies, correctional facilities, community based correction agencies, victim service agencies and other courts of law.
4. Professionalism must be displayed at all levels of interaction with outside agencies as well as with those who are being supervised.
5. Probation Officers must display good judgment in all decision making regarding the supervision of probationers.
6. Probation Officers are also responsible for completing any/all miscellaneous tasks as assigned by the Judge of the Medina Municipal Court, including, but limited to general court operations and court security.
7. Assist in conducting all Court sessions, including handling of case files and their presentation for hearing to the Judge or Magistrate, escort defendants and other persons to the bench and/or other court offices.
8. Investigate factual issues at the direction of the Judge or Magistrate relative to any defendant or pending case, on issues such as bond, addresses of defendants, and other pertinent case file issues.
9. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that Probation Officers are physically able to meet the physical demands of the job including, but not limited to, the ability to stand, or walk at least six (6) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties.

1. Pass a comprehensive background investigation including FBI & BCII Record checks
2. Good written and verbal communication skills.
3. Ability to deescalate and redirect recalcitrant/argumentative defendants.
4. Excellent time management skills and ability to organize/prioritize duties.
5. Proficient computer skills and ability to become certified in the use of the Ohio LEADS, OHLEG, Ohio Court Network Information Systems.
6. Maintains accurate records and comprehends the necessity for confidentiality.
7. Demonstrate regular and predictable attendance.
8. Valid Ohio Driver's License.
9. Have NO prohibitions to carrying a firearm.
10. Successful completion of The State of Ohio minimum standards for the training of Probation Officers based on Ohio Revised Code; ORC #: 2301.271

EDUCATION and/or EXPERIENCE

A four-year degree from an accredited college or university in criminal justice, the social sciences or a related field OR any four-year degree coupled with adequate experience in the criminal justice/social work field. Consideration may be given to individuals who possess a 2-year degree in social sciences from an accredited college or university PLUS chemical dependency credentials at the CCDCIII level or State of Ohio social work license PLUS two years' full-time experience in the field of adult community corrections & supervision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before the final interview. Employment predicated upon successful completion of criminal record check and drug testing.

For more information or to obtain an application contact:

Chief Probation Officer Matt Esterle @ PH#: 330-723-7313 ext. 243 or EMAIL:

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