

Adams County Common Pleas
An Equal Opportunity Employer

Position Description

Position Title: Adult Probation Officer

Division:	Probation Department	FLSA Status:	Non-exempt
	Court of Common Pleas	Civil Service Status:	Unclassified
Reports to:	Chief Probation Officer	Work Hours:	40 hours week
Probation:	1 year		

Nature of Work in this Class

Work involves the supervision of offenders placed on Probation or Community Control by the Common Pleas Court. This position must ensure that assigned probationers are in compliance with all Court imposed conditions.

This position is assigned basic supervision cases as ordered by the court. A Probation Officer will carry a firearm and/or CEW at all times or when performing various duties as authorized by the Chief Probation Officer.

Essential Functions

- **Responsibly Performs Duties In Accordance With Safety Concerns.**
 - Someone in this position may be called upon to effectively respond to a physically combative probationer; to subdue a probationer to arrest them; or to otherwise resolve a crisis with individuals who are under the influence of drugs, alcohol, or who may otherwise be highly volatile.
 - Reliably exercises the proper judgment about the safe and responsible use of force usage in crisis situations. Must be able to de-escalate a hostile situation.
 - Reliably exercises the proper judgment about the safe and responsible use of a firearm in crisis situations. Must be able to de-escalate a hostile situation without resort to firearm use where possible.
 - Possesses the physical and mental acuity to safely and responsibly operate a firearm and/or CEW, (conducted electrical weapon).
 - Possesses the physical and mental acuity to safely and responsibly operate an automobile.
 - Possesses the physical and mental ability to respond to the hectic pace of the Probation Department. Must be able to deal with interruptions, multitasking, demanding timelines, and volatile situations/clients.

- **Performs Workload Efficiently, Accurately, and With Proper Attention to Detail.**
 - Responsible for the supervision of a caseload of offenders who have been placed on Probation/Community Control.
 - Informs probationers of the rules and conditions of their supervision.
 - Administers the Ohio Risk Assessment Surveys when required.
 - Completes and updates case plans when required.
 - Supervises probationers to ensure their compliance with Court orders.
 - Maintains appropriate contact with probationers, whether by phone, office visits, or home visits, school visits, as necessitated by each individual case.
 - Makes referrals to appropriate treatment agencies.
 - Maintains accurate notes on the status of probationers.
 - Maintains a complete and accurate file for each probationer on the caseload.
 - Prepares Pre-Sentence Investigations when required.
 - Completes necessary paperwork such as letters, entries, warrants, and probation violations.
 - Conducts random drug and alcohol testing or as directed by the Court.
 - Prepares for court hearings and offers testimony in Court when required.
 - Arrest and processes offenders according to procedure.
 - Acts as Court officer as assigned.
 - Transports probationers as required.
 - Consults with Chief Probation Officer on casework techniques and specific case situations.
 - Adhere to all compliance standards of the Community Corrections 2.0 Grant
- **Performs Duties with Proper Respect and Fiduciary Obligations to Supervisors, Co-Workers, and Community.**
 - Accepts direction from supervisors, court administrator, and the judge.
 - Respectfully interacts with co-workers, colleagues, and probationers.
 - Maintains a positive attitude and strong work ethic, providing exceptional customer service at all times.
 - Maintains punctual and timely attendance.
 - Performs work efficiently and considerately of co-workers.
 - Exercises discretion and sound judgment regarding the confidentiality of all non-public information; does not sensationalize or disseminate public information of the Court.
 - Abstains from improper or inappropriate interaction with probationers that would impair the actual or perceived fair administration of justice.
 - Complies with all Court policies, guidelines, and protocols.

Marginal Functions

- Completes required training on an annual basis.
- Performs related duties as required.

Knowledge, Skills and Abilities

- Knowledge of probation principles and practices.
- Knowledge of law enforcement and correctional procedures.
- Knowledge of services available to probationers on a referral basis.
- Knowledge of court practices and procedures.
- Adhere to ethical guidelines set forth as part of the Court of Common Pleas Policies and Procedures.
- Ability to multi-task and prioritize tasks.
- Ability to communicate effectively with probationers, probation staff, judges, courtroom staff, treatment providers, victims, and other professionals in the Court system.
- Ability to work effectively under pressure and to remain calm in dangerous situations.

- Ability to maintain confidentiality of sensitive information.
- Ability to learn and utilize various computer systems.

Working Conditions

Moderate noise in business office setting.

A person in this position may frequently deal with unpleasant, discourteous, or physically aggressive individuals.

Requires field work and home visits in volatile and dangerous situations.

Physical Demands

- Ability to have the mental and physical acuity to safely and responsibly use a firearm and/or a CEW (conducted electrical weapon), as well as exercise the proper judgment about when to utilize it—and how much force may be required to subdue an offender.
- Work involves a significant amount of sitting, talking, listening and reaching with hands and arms.
- Work may involve occasional risk of exposure to physical injury, illness, or hazards as a continuous part of the position.
- Occasionally have exposure to unsafe working conditions, people, or elements and may have to take precaution when performing tasks.
- Must be able to make arrests as required.
- Visual ability sufficient to effectively operate a computer, copier, calculator, and fax machine.
- Hearing ability sufficient to record notes of court proceedings, hearings and conferences, and to converse with other individuals both in person and by telephone.
- Speaking ability sufficient to communicate effectively in person and by telephone.
- Ability to read and prepare reports with recommendations.
- Ability to read, write, speak, and understand the English language.

Communications

Conveys and receives information in person and over the telephone, as well as by automated means.

Qualifications

A bachelor's degree from an accredited institution in Criminal Justice Studies or related field or five year experience with direct supervision of offenders is preferred.

Or

Any combination of education, training, and work experience, which indicates possession of the minimum requirements for the position together with certification as an Ohio Peace Officer. Must possess the knowledge, skills and abilities as listed in the job description.

Licensure and Certification

Active OPOTA Court Officer firearms certification; or, if not certified upon hire, must obtain certification within a timeline set by the employer.

Active CEW certification; or, if not certified upon hire, must obtain certification within a timeline set by the employer.

Commission held through any Ohio County Sheriff's Office.

Possession of a valid driver's license.

Active ORAS certification; or, if not certified upon hire, must obtain certification within a timeline set by the employer.

Please email all resumes with pay expectations to vgrooms@adamscountycourts.com

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.
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Date Adopted: December 1, 2015

**Adams County Court of Common Pleas
State of Ohio**

Unclassified Service Explanation and Acknowledgment Form

Nature of Employment in the Unclassified Civil Service

1. Employees in the unclassified civil service of the State of Ohio do NOT have a property interest in their positions.
2. Employees in the unclassified civil service of the State of Ohio will never gain a property interest in their unclassified positions regardless of the amount of time they remain in their unclassified positions.
3. Employees in the unclassified civil service of the State of Ohio serve at the pleasure of the appointing authority and may be removed from their unclassified position at any time and for any legal reason.
4. Employees who are removed from positions in the unclassified civil service of the State of Ohio do not have appeal rights to the State Personnel Board of Review.

I, _____ (name), acknowledge the following:

1. I have read and understand the information provided above about the nature of employment in the unclassified civil service of the State of Ohio.
2. I have read and understand the information provided above including the qualifications and functions about the nature of the position. By signing this form, I acknowledge that I agree and accept the responsibility of fulfilling the requirements of the position.
3. I acknowledge that the position of Juvenile Probation Officer/Bailiff/Court Security Officer that I occupy at the Adams County Court of Common Pleas is in the unclassified service per Section 124.11(A) (10) of the Revised Code.
4. I sign this form and accept appointment to this position in the unclassified service knowingly and voluntarily, and I acknowledge that I serve at the pleasure of my appointing authority, and that I have no protection under the civil service laws of the State of Ohio.

Employee's Signature

Date