

New Philadelphia Municipal Court Position Posting

Division/Department: Probation Department
Location: New Philadelphia Municipal Court
Job Title: Intake Probation Officer/Probation Officer
Reports To: Chief Probation Officer
Supervises: N/A
Hours: Full-time 8:00am-4:30pm Monday-Friday or as assigned

Exempt Non-exempt

Summary of Position:

This position is responsible for the enforcement of all Court Orders and terms of probation for the New Philadelphia Municipal Court. Probation Officers work under the general oversight of the Chief Probation Officer with the opportunity to use discretion in carrying out the duties and responsibilities of their work, as long as compliant with the policies and procedures of the New Philadelphia Municipal Court and Probation Office.

Education Requirements:

1. Bachelor's Degree with core course work in areas related to criminal justice, criminology, corrections, psychology, social work or related field and/or an associate's degree plus three years' experience in a related field.
2. High school diploma.

Certification and/or Licensure Requirements, Knowledge, Skills, and Abilities:

1. Be able to read, write, speak and understand the English language; must be able to communicate policies, procedures, regulations, reports etc. to personnel, Court users/visitors, and the Court verbally and in writing.
2. Possess the ability to make independent decisions when circumstances warrant such actions.
3. Possess the ability to deal professionally with Court personnel, the Court, community representatives, probationers and the general public.
4. Possess proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook and Excel, the Court's case management software and the Probation Department's case management software.
5. Be able to manage time and responsibilities effectively.
6. Pass security and background check as well as a pre-employment drug screen.
7. Able to become trained and certified to perform the Ohio Risk Assessment System (ORAS).
8. Complete the Ohio Probation Officer Training Program within one year of hire date and obtain annual training as required by the Supreme Court of Ohio.
9. Additional consideration will be given to individuals who have the ability to speak and write in Spanish, hold an OPOTA firearm certification or have military history.

Specific Duties include, but are not limited to:

1. Adhere to the vision of New Philadelphia Municipal Court and the Court policies and procedures as documented in the New Philadelphia Municipal Court Employee Handbook.
2. Conduct probation and pretrial intakes. Inform, explain and advise probationers of the terms and conditions of probation, pretrial release and other special conditions ordered by the Court.
3. Create and maintain probation and pretrial files and document each case in the probation department's case management system to show compliance with Court orders.

4. Create and maintain pretrial files in accordance with the State of Ohio Bureau of Community Sanctions guidelines.
5. Schedule work crew participants and create and maintain the files of work crew participants.
6. Be actively involved in the day to day operations of the probation department, including but not limited to, answering the telephone, sorting mail, entering court dates and ordering office supplies.
7. Monitor and/or administer drug and/or alcohol testing in compliance with the Drug and Alcohol Testing Policy of the probation department.
8. Establish and maintain professional relationships with service providers in order to facilitate the continued flow and exchange of information.
9. Maintain and foster a professional and positive work environment in the Probation Office and Court.
10. May supervise and monitor an active probation caseload; support defendants in attaining identified goals and maintaining compliance with conditions of supervision.

Work Experience Requirements:

1. Experience in Community Control Sanctions/Probation preferred.

Physical and Sensory Requirements: (with or without a reasonable accommodation)

1. Must be able to operate office equipment such as copier, fax and computer.
2. Must be able to move intermittently throughout the day.
3. Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that requirements of the position can be fully met.