



## ROSS COUNTY PROBATION DEPARTMENT

*Brandon Puckett, Chief Probation Officer/Program Director*

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15 N. Paint Street  
Suites 101 & 102  
Chillicothe, OH 45601

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Position: Pretrial Case Manager

Department: Ross County Adult Probation, *Pretrial Services Unit*

Description - The Pretrial Services Supervision Unit supervises felony defendants who are granted pretrial release out of the Ross County Common Pleas Court, which requires the defendant to comply with court-ordered conditions, such as substance use treatment, mental health counseling, stay-away orders, electronic monitoring, and checking in with a Pretrial Officer or Case Manager. This Unit is also responsible for conducting Presentence Investigation's (PSI's) and submitting defendant compliance reports to the Court prior to disposition. The Pretrial Case Manager's main job responsibilities will be conducting interviews, assessments, drug screens, making treatment or vocational referrals as needed, while providing recommendations to the Court for purposes of bond and pretrial conditions prior to the defendant's initial appearance before the Judge. If an individual is granted pretrial release, a Pretrial Officer or Case Manager will be assigned to the case and will monitor the individual's compliance throughout the adjudication period. The goal of supervision is ultimately to prevent re-offense or failure to appear in Court, as well as to assist the defendant by providing positive support through intervention programs that will help the individual avoid criminal behavior, such as substance use treatment, mental health treatment, or other forms of counseling/treatment. Early intervention benefits the defendant, the defendant's family, and the community at large, and allows the defendant the opportunity to demonstrate the ability to comply with court orders. This position will also be responsible for supervising defendants on electronic monitoring and reporting any said violations to the Court and/or supervising probation officer. The Pretrial Case Manager will also assist in verifying information in the PSI process.

### Minimum Qualifications

Must have any combination of education/experience equivalent to an associate degree from an accredited college/university in criminal justice/corrections, or closely related field. Must be familiar with criminal offender rehabilitation theory; comfortable working in a jail and courtroom setting; interviewing and assessment skills; ability to organize the monitoring system and evaluate program effectiveness; knowledge of community resources and ability to make appropriate referrals based on risk and need; either have ORAS certification or capability to become ORAS certified; ability to communicate effectively orally and in writing; proficient with the operation of basic office machines (personal computer, fax, copier etc.). Prior experience in probation or law enforcement is *preferred*.

### Compensation

\$21/hr plus county employee benefit package that includes health, dental, and vision insurance plans. Retirement benefits include Public Employees Retirement System (OPERS). This position is full time with an expected work schedule of Monday-Friday.

Interested applicants must apply via email. Deadline for submission is 4:00pm on September 29, 2023, and may be extended if deemed necessary. Applications will be reviewed as they are received. Please send both a cover letter and resume to: [brandonpuckett@rosscountyohiocourts.gov](mailto:brandonpuckett@rosscountyohiocourts.gov). Applicants who fail to submit both required documents will NOT be considered for employment.

The Ross County Court of Common Pleas General Division is an equal opportunity employer and will not discriminate on the basis of race, color, religion, sex, national origin, disability, age, or ancestry of any person, or military status.