

Ross County Court of Common Pleas

ADULT PROBATION DEPARTMENT

15 NORTH PAINT STREET
OHILLICOTHE, OHIO 45601-0486



Brandon Puckett, Chief Probation Officer

15 N. Paint Street
Suites 101 & 102
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Position: Adult Probation Officer

Reports to: Chief Probation Officer or his/her designee

Position Description

The Ross County Court of Common Pleas is soliciting resumes for (1) full-time Adult Probation Officer position who will supervise felony offenders placed on community control by the court. This position requires certification to carry a firearm while performing job duties. Will be required to successfully complete the Probation Officer Certification and training process within one (1) year of hire, if not currently certified. Will be required to complete annual continuing education. This position is subject to random drug and alcohol testing, and a comprehensive background check will be conducted prior to hiring.

Essential Duties:

This position requires proper use of attention to detail along with skills in the areas of organization, writing, communication, knowledge of the Criminal Justice system and preferably surrounding Ross County Governmental and non-profit agencies. Along with the supervision of court conditions and sanctions, other duties are to include:

- Conducting office visits and home/field visits
- Conducting assessments to determine appropriate risk/need levels and making appropriate referrals based on assessment results
- Accurately and thoroughly documenting progress of each offender
- Responding to violation behavior with targeted interventions to lower criminogenic needs and rewarding pro-social skills and behaviors
- Assisting with case planning and case management
- Arresting and/or assists in the arrest of offenders on community control
- Preparing warrants and other legal documents filed through the court.
- Providing court testimony when necessary
- Conducting drug and alcohol screens
- Must be able to reliably exercise the proper judgement about the safe and responsible use of deescalation techniques, use of force, use of a firearm, and the operation of a vehicle

Other Duties

Will be expected to work independently as well as part of a team. Must be able to operate standard office equipment including a personal computer in order to input &/or verify information about offenders; maintain offender files & investigation reports; attend staff meetings, conferences & training sessions as required; develop & maintain public relations with community agencies; comply with department policies, procedures & regulations; and perform any other duties as assigned by supervisor &/or appointing authority.

Major Worker Characteristics:

Knowledge of probation principles and practices; social or behavioral science or criminal justice; investigative techniques; interviewing; report writing, public relations. Ability to apply principles to solve practical problems & deal with a variety of variables in somewhat unfamiliar context; interview offenders and draw conclusions; gather, collate & classify information about people, data & things; prepare and maintain accurate records & reports; cooperate with co-workers on group projects; handle sensitive interpersonal relationships; deal with uncooperative/hostile offenders, family & friends.

Knowledge of offender risk assessments, case planning, evidence-based practices relating to probation and behavior modification techniques; ability to apply this knowledge to assist offenders in lowering the likelihood of future criminality.

Minimum Qualifications:

Bachelor's degree from accredited college or university (*preferred, not required*); no legal prohibition against carrying a firearm and a valid driver's license.

--Or associate degree from accredited college or university (*preferred, not required*); 2 yrs exp in criminal justice, corrections, law enforcement, social service or related field.

--Or equivalent of minimum qualifications for employment listed above.

Unusual Working Conditions:

In this position you will be exposed to the risk of violence, communicable diseases, vicious animals, unpleasant living conditions & other unpleasant environmental hazards; may be on call after hours and/or work irregular hours; may monitor, collect & transport urine samples for substance abuse testing.

Compensation:

Starting pay: \$24/hr and may be negotiable based upon experience. County employee benefit packages that include health, dental, and vision insurance plans. Retirement benefits include Public Employees Retirement System (OPERS) and the option to contribute to Ohio Deferred Comp.

Interested applicants please apply via email. This posting will expire once an applicant is selected for the position. Please send **BOTH** a cover letter and resume to:

brandonpuckett@rosscountyohiocourts.gov

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.