

# Ross County Court of Common Pleas

## ADULT PROBATION DEPARTMENT

15 NORTH PAINT STREET  
OHILICOTHE, OHIO 45601-0486



*Brandon Puckett, Chief Probation Officer*

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

P.O. Box 486  
Phone: (740) 775-0333  
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Position: Adult Probation Officer, *Intensive Supervision*

Reports to: Chief Probation Officer or his/her designee

### **Duties:**

The Ross County Court of Common Pleas is soliciting resumes for (1) full-time Intensive Supervision Program Probation Officer position. This position requires skills in the areas of organization, writing, communication, knowledge of the Criminal Justice system and preferably surrounding Ross County Governmental and non-profit agencies. The officer will be responsible for supervising a caseload of adult felony offenders placed on community control and ordered to complete the Intensive Supervision Program. Along with the supervision of court sanctions, other duties are to include, but are not limited to: providing court testimony; conducting face to face meetings 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 assisting in the arrest of offenders on community control; prepares warrants and other legal documents filed through the court. Will be expected to assist with pre-sentence investigations when needed, including interviewing offenders, obtaining criminal history, verifying medical and mental health &/or substance use treatment history. Compiles and prepares comprehensive report(s) needed for the court.

Operates personal computer in order to input &/or verify information about offenders; maintains offender files & investigation reports; attends staff meetings, conferences & training sessions as required; develops & maintains public relations with community agencies & citizen groups through speaking engagements & membership on community councils & committees; complies with department policies, procedures & regulations; and performs any other duties as assigned by supervisor &/or appointing authority.

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.

### **Major Worker Characteristics:**

Knowledge of probation; 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; deliver presentations.

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.

Ability to use standard office equipment such as personal computers, fax machines, scanner etc., knowledge of and familiarity with basic computer operating systems, word processing software, databases, spreadsheets, internet and email software.

### **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:**

Requires travel; may be assigned to high crime areas &/or institutional settings; exposed to 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; will be required to be certified or become certified in order to carry & maintain proficiency in firearms

### **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 or mail. This posting will expire once an applicant is selected for the position. Please send **BOTH** a cover letter and resume to:

***brandonpuckett@rosscountyohiocourts.gov***

**OR**

#### **Mailing Address**

Ross County Adult Probation  
ATTN: Brandon Puckett  
15 N. Paint St.  
PO Box 486  
Chillicothe, OH 45601

***Applicants who fail to submit both required documents will not be considered for employment.***