

Pickaway County Court of Common Pleas  
Adult Probation Department  
207 South Court Street  
Circleville, OH 43113

P. Randall Knece, Judge

William Greer  
Chief Probation Officer  
740-420-5430  
wgreer@pickawaycountyohio.gov

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Job Title: Probation Officer

Reports to: Chief Probation Officer or his designee

Probationary Period: 180 days

**Duties:**

Supervises a caseload of offenders referred primarily from the Pickaway County Common Pleas Court; conducts face to face meetings and home/field visits; makes appropriate referrals to in-house programming and/or external service providers based on assessed needs, monitors compliance with said referrals; conducts offender assessments to determine appropriate risk/need levels; accurately and thoroughly documents progress of each offender; provides targeted interventions to lower criminogenic needs, assists with risk reduction case planning; works collaboratively with treatment staff to gauge offender progress; monitors offender behavior, responds to violent behavior and appropriately rewards pro-social behavior; provides testimony to the court to determine compliance/non-compliance with conditions of supervision; executes arrests as needed; installs Electronic Monitoring House Arrest equipment and conducts daily monitoring of offenders placed under house arrest; enforces collection of financial sanctions as imposed by the court and/or the Pickaway County Probation Department.

Conducts pre-sentence, offender background and/or other comprehensive investigations (e.g., interviews offenders, obtains offender information to include court records, social history, arrest reports, mental health and/or substance abuse treatment data, and victim and/or victim's family's statements) and prepares comprehensive reports, prepares information as needed for the court.

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

**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 and deal with a variety of variables in somewhat unfamiliar context; interview offenders and draw conclusions; gather, collate, and classify information about people, data and things; prepare and maintain accurate records and reports; cooperate with co-workers on group projects; handle sensitive interpersonal relationships; deal with uncooperative/hostile offenders, family and 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 computer, fax machine, scanner, etc.; knowledge of and familiarity with basic computer operating systems, word processing software, databases, spreadsheets, internet and email software. Any other jobs duties related to the position.

**Minimum Qualifications:**

Per Ohio Revised Code 2301.27 these minimum qualifications are prescribed by the Ohio Department and Correction for Adult Parole Authority Officers and therefore must be met before an officer can be appointed to the Pickaway County Probation Department:

--Bachelor's Degree from accredited college or university; no legal prohibition against carrying a firearm; valid driver's license.

--Or associate degree from accredited college or university; 2 years' experience 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 area and/or institutional setting; exposed to risk of violence, communicable diseases, vicious animals, unpleasant living conditions and other unpleasant environmental hazards; must provide own transportation; may be on call after hours and shall be required to respond; may monitor, collect and transport urine samples for substance abuse testing; will be required to carry and maintain proficiency in firearms.