

Pickaway County Court of Common Pleas

Adult Probation Department

207 South Court Street Circleville, Ohio 43113

Mathew H. Chafin, Judge

Kurt Stewart, Chief of Probation

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## Adult Probation Officer

Pickaway County Court of Common Pleas Adult Probation Department is seeking an individual to add to our staff. We are pursuing an individual who will work directly with felony offenders in various environments and coordinate treatment needs to ensure their compliance with court conditions.

Salary: \$24.00-\$26.00 based on experience

Summary of Position: Reports to the Chief of Probation Officer or Designee

Status: Full Time

Supervisory Responsibility: None

Probationary Period: Six Months

Essential Functions:

- Supervise a caseload of offenders under the jurisdiction of the Pickaway County Common Pleas Court consisting of:
  - a) Daily monitoring of each offender's case
  - b) Obtain offender information including court records, social history, arrest reports, mental health reports, etc.
  - c) Meeting with the offender face to face on a regular basis
  - d) Home/Field visits
  - e) Court Hearings
  - f) Assisting offender in making positive decisions
  - g) Drug Screen offenders
  - h) Keep accurate and timely notes on offenders' progress
  - i) Review employment
  - j) Perform interviews and prepare reports
  - k) Monitor offenders' community service hours
  - l) Monitor offenders paying court cost, fines and restitution
- Attend various meetings
- Conducts offender assessments to determine appropriate risk/need levels
- Make referrals to other county agencies for services

- Provides targeted interventions to lower criminogenic needs
- File violations of court orders
- Accurately and thoroughly document progress of each offender
- Keep up to date with computer skills and usage
- Make sound decisions regarding treatment necessity and incarceration
- Make recommendations to the court for disposition options
- Maintain confidentiality of offender's cases
- Transport offenders when necessary
- Implement evidence-based practices for offender's behavior modification
- Preparing reports to be submitted to Common Pleas Court
- Remain professional and always uphold the duty of the court

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of and experience with Adult Probation activities and related policies and procedures
- Effective written and verbal communication skills, excellent interpersonal skills, ability to work courteously, effectively, confidentially and tactfully with offenders, outside organizations and groups, and staff
- Ability to operate relevant computer systems including hardware and software, such as Microsoft Office-word, excel, outlook, internal navigation, OCSS and standard office equipment
- Knowledge of procedures used in preparing and distributing publicity and public materials
- Ability to prepare a variety of correspondence, reports, court entries, memorandum, etc., as directed
- Ability to establish and maintain effective working relationships and be committed to excellent internal and external customer service

Minimum Qualifications:

Per Ohio Revised Code 2301.27 these minimum qualifications are prescribed by the Ohio Department of Corrections 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 an accredited college or university or an associate degree from an accredited college or university; 2 years' experience in criminal justice, correctional environment, law enforcement, social service or related field
- No legal prohibition against carrying a firearm
- Valid operator's license
- Able to pass a background check and pre-employment drug test

Or equivalent of minimum qualifications for employment listed above

Prior experience with the court or legal system is a plus. Proficiency in computers and case management software is necessary.

If interested submit all resumes to Kurt Stewart at: [kstewart@pickawaycountyohio.gov](mailto:kstewart@pickawaycountyohio.gov)