

**CLARK COUNTY MUNICIPAL COURT
GROUP SUPERVISION PROBATION OFFICER**

GENERAL FUNCTION: This position is responsible for monitoring the compliance of offenders who have been placed on supervision by the Clark County Municipal Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION:

- Supervises and counsels low risk offenders in the community
- Refers offenders to appropriate social service agencies
- Attends court hearings and provides testimony
- Maintains documentation and updates case records to track offender's compliance and performance
- Administers drug screens to offenders
- Conducts field and agency visits in the community
- Prepares court requests for warrants, probation violations, supervision modifications, etc.
- Interviews offenders, victims and obtains collateral information for investigative and supervision purposes
- Assists in conducting and writing Pre-sentence investigation reports
- Supervises and manages offenders involved with the Court
- Conduct indigency interviews, collect restitution payments and schedule referrals for three day alcohol intervention programs
- Perform arrests and/or assists law enforcement in arrest of probation violators
- Performs other duties as assigned by a Judge or the Director of Probation

QUALIFICATIONS AND REQUIREMENTS:

- A Bachelor's Degree in Criminal Justice, Social Sciences, Criminology, Community Corrections, Counseling or Social Work.
- Experience in the courts, corrections, counseling, law enforcement or related fields.
- Possess a valid State of Ohio driver's license
- Ability to establish and maintain productive working relationships with co-workers, attorneys, law enforcement officers, Court officials and the public
- Possess excellent communication, interpersonal and writing skills
- Ability to obtain and maintain certification in the use of firearms, taser, etc.
- Must have basic knowledge of computer skills, internet software, word processing and willing to learn the Court's case management system

PREFERRED QUALIFICATIONS:

- Certification in the Ohio Risk Assessment System (ORAS)
- Successful completion of the Supreme Court of Ohio Probation Officer Training Program
- OPOTA qualified to carry a firearm

Send resume and cover letter to by 4:00pm July 20,2018:

Angela Adkins, Court Administrator
50 E Columbia St. Springfield, OH 45502
or Fax to 937.328.3998