

# Licking County Municipal Court Adult Probation Department

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## NOTICE OF JOB OPPORTUNITY

**Date Opened:** 05/14/2018

**Date Closed:** 05/25/2018

**Agency:** Licking County Municipal Court Adult Probation Department

**Position Title:** Probation Officer

**Salary:** \$20.27/hour

**Summary:** The Probation Officer is responsible for supervising a variety of offenders placed under supervision by one of the Licking County Municipal Court Judges. Those offenders could be in one of the following supervision units: Specialized Dockets, Intensive Supervision, Intervention In Lieu of Conviction (ILC), Low Risk, General, or Diversion. The Probation Officer has no employee responsibility of any employees.

### **Qualifications:**

- 1) **Minimum Education:** Associates Degree in a criminal justice, social work, or related field.
- 2) **Minimum Work Experience:** Two (2) years of full-time work experience as a counselor, probation officer, parole officer, case manager, corrections officer, resident monitor, or similar position.
- 3) At least 21 years of age.
- 4) Valid Ohio Driver's License.

### **Other:**

- A) **Knowledge of:** Municipal Court System in Ohio, Ohio Revised Code sections pertaining to probation/community control, local community resources, Microsoft Office products such as excel, word, and outlook.
- B) **Skill in:** Use of Microsoft Office products such as word, outlook, and excel, operating a motor vehicle, and strong written and oral communications are essential.
- C) **Ability to:** Work within a team, make decisions regarding supervision matters, communicate both orally and written with co-workers, other court personnel, offenders, and other members of the general public, learn and comprehend new concepts quickly, and perform in a fast-paced, stressful work environment. Complete all Probation Officer training classes within one (1) year of hire.

### **Primary duties, functions, and responsibilities:**

- Supervise offenders placed under probation, intervention in lieu of conviction, or diversion supervision by the Court and enforce those conditions ordered by the Court.
- Perform duties as workload necessitates in a timely, accurate, and thorough manner and be conscientious about meeting department and Court productivity standards.
- Obtaining and testing urine specimens and operate alcohol testing equipment.
- Execute arrests.
- Perform home contacts.
- Perform on-call duties as specified during non-business hours.
- Be proficient with pepper spray, Taser, duty firearm, off-duty firearm (if applicable), handcuffs, and radio communication.

- Prepare reports, motion, and memorandums for oral hearings, affidavit for warrants, holders, and release of holders.
- Obtain and maintain Ohio Risk Assessment System (ORAS) certification.
- Obtain and maintain Ohio Peace Officer Training Commission (OPOTC) firearm certification and follow all guidelines for the proper use and handling of firearms.
- Obtain and maintain Taser certification.
- Successfully complete all initial probation officer classes as described in the probation officer training catalogue within one year. This may include travel to seminars and training outside of the office.
- Successfully complete an unarmed subject control training program.
- Demonstrates regular and predictable attendance.
- Promotes and maintains positive and effective working relationships and promotes good public relationships as a representative of the Licking County Municipal Court.
- Interface and maintain a good working relationship with the Law Director's Office, Law Enforcement Agencies and community service providers.
- Adhere to all Court policies, practices and procedures; act as a role model both inside and outside the Court.
- Must maintain the strictest level of confidentiality on sensitive issues.
- Maintain a valid Ohio driver's license.
- Perform all other duties as requested by the Senior Probation Officer or the Director.

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, bend, and reach. The employee must occasionally physically restrain a client. Use hands and fingers to search. Using a lifting motion, assist someone from a prone position on the ground to his/her feet (such as a handcuffed or moderately incapacitated person). Walk up a flight of stairs. Run quickly up or down a flight of stairs. Lift up to 50 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to comprehend written work instructions, prepare, and maintain written records. Sufficient clarity of speech and hearing abilities required include those that permit the employee to discern verbal instructions and communicate effectively in person and by telephone.

**Salary and Benefits:** As set in the City of Newark Statement of Policy for Hourly Non-Bargaining Unit Employees.

**At Will Employment:** Employees of the court are at-will employees and serve at the pleasure of the court; they are not in the classified civil service system and are not members of bargaining units.

**Application Procedure:** Submit completed application to the City of Newark Human Resources Department, 40 West Main Street, Newark, Ohio no later than 4:00 p.m. on Friday, May 25, 2018. Applications can be obtained in person in the Human Resources Department between 8:00 a.m. and 4:30 p.m. daily or printed from the website at [www.newarkohio.net](http://www.newarkohio.net). Successful candidates will be subject to City of Newark's pre-employment drug screen.

The City of Newark, Ohio, conforms to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City of Newark strongly encourages women, minorities, individuals with disabilities and veterans to apply to all of our job openings. The City of Newark is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law. The City of Newark prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.