PROBATION OFFICER, OTTAWA COUNTY COMMON PLEAS COURT

POSITON SUMMARY:

The Probation Officer, under the direct supervision of the chief probation officer will primarily be responsible for the handling and supervision of cases in the pre-trial pre-sentence phase of court proceedings.

PRIMARY DUTIES:

Attend hearings for Initial Appearance and Arraignment and complete Judgement Entries.

Review general and special conditions of bond/community control with Defendants and Offenders.

Oversee the drug testing program of the Probation Department including but not limited to scheduling, testing assignments, maintenance of records, preforming drug testing and enforcement of the departments drug testing policies.

Coordinate installation of GPS and SCRAM monitoring of Defendants/Offenders and ensure compliance with the conditions of monitoring.

Investigate reports of bond or community control violations and prepare complaints of bond or community control violations, as needed.

Supervise Defendants/Offenders placed on bond or community control.

Act as Deputy Bailiff and assist in court for hearings, as needed.

Conduct Risk Assessments with Offenders

Conduct Pre-Sentence Investigations and completes written reports and recommendations.

Maintain current information and supervision notes in the department’s case management system.

Perform curfew checks and searches of Offenders, their home and/or property as necessary.

Document facts and testify in Court with respect to the activities of Defendants or Offenders, their behavior and quality of adjustment while under supervision.

Make appropriate referrals for services to community agencies and community based correctional facilities.

Attend and successfully complete Risk Assessment and Changing Offender Behavior training and as required.

Perform all other duties as may be directed by the Chief Probation Officer or Court.

Qualifications Sought:

* Possess bachelor degree in criminal justice or related field.
* OPOTA Probation Officer Certification preferred.
* Highly motivated self-starter with good observational skills, who is able to interact and communicate orally and in writing with offenders, co-workers, attorneys, judges and the public in a professional manner.
* Experience and/or knowledge of the workings of the Court and the Criminal Justice System.
* Familiarity with evidenced based practices, as well as addiction and mental health issues.
* Ability to exercise good judgment, decisiveness, and creativity in situations
* Valid Driver’s License
* Adequate computer skills including the use of Word and Excel