**OTTAWA COUNTY COURT OF COMMON PLEAS**

|  |  |
| --- | --- |
| **Job Title:**  | Probation Officer (Male)  |
| **Immediate Supervisor:**  | Chief Probation Officer  |
| **Job Status:** | Full-Time (80 hours/pay), Non-Exempt |
| **Pay** | Commensurate with Experience  |

**Job Summary**

The Probation Officer will primarily be responsible for the handling and supervision of cases, performing urinalysis testing, and serving as Bailiff of the Court.

Work is performed in the Ottawa County Courthouse and various locations throughout the county. The position requires routinely working evenings and weekends; some travel may be required.

**Essential Job Responsibilities (Probation):**

1. Attend hearings for Initial Appearance and Arraignment and complete Judgement Entries.
2. Review general and special conditions of bond/community control with Defendants and Offenders.
3. Conducting urinalysis testing, including but not limited to scheduling, maintaining records, preforming drug testing, transporting samples for testing, and enforcing of the departmental drug testing policies.
4. Coordinate installation of GPS and SCRAM monitoring of Defendants/Offenders and ensure compliance with the conditions of monitoring.
5. Investigate reports of bond or community control violations and prepare complaints of bond or community control violations, as needed.
6. Supervise Defendants/Offenders placed on bond or community control.
7. Make appropriate referrals for services to community agencies and community based correctional facilities.
8. Conduct Risk Assessments with Offenders.
9. Attend and successfully complete Risk Assessment and Changing Offender Behavior training and as required.
10. Conduct Pre-Sentence Investigations and completes written reports and recommendations.
11. Maintain current information and supervision notes in the department’s case management system.
12. Perform curfew checks and searches of Offenders, their homes, and/or property as necessary.
13. Act as Deputy Bailiff and assist in court for hearings, as needed.
14. Document facts and testify in Court with respect to the activities of Defendants or Offenders, their behavior and quality of adjustment while under supervision.
15. Arrest Defendants and Probationers in violation of bond and the conditions of community control and transport Defendants to and from the jail.
16. Maintaining confidentiality for sensitive court and probation matters.
17. 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 Firearm Certification preferred
* ORAS 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 Microsoft Office products