

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

This position is responsible for conducting male urinalysis screenings and scheduling drug testing, performing pre-sentence investigations, and serving as a Bailiff of the Court.

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

Essential Job Responsibilities:

The duties of the Probation Officer include, but are not limited to:

- Attend hearings for Initial Appearance and Arraignment and complete Judgement Entries.
- 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.
- 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, performing drug testing on male probations, and enforcement of the departments drug testing policies.
- 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.
- Arresting Defendants and Probationers in violation of bond and the conditions of community control and transporting Defendants to and from the jail.
- 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
- Excellent computer skills including the use of Word and Excel