

**LAKE COUNTY COURT OF COMMON PLEAS
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Probation Officer
Department: Adult Probation

Reports To: Chief Probation Officer

Salary: \$35,000.00

SUMMARY

This is a position in the classified civil service. The mission of the Lake County Adult Probation Department is to protect the community by assisting felony offenders to achieve a law-abiding life and accountability for their criminal behavior. This mission is accomplished through a continuum of sanctions to include prevention and intervention programming while providing quality services to the Courts. This position is responsible for conducting investigations and/or supervision of defendants and ensuring that those granted supervision in the Court of Common Pleas comply with conditions of supervision as directed by the Judges of the Court, while maintaining the safety of the community. The selected candidate must successfully complete a twelve (12) month probationary period. In addition, new Probation Officers are required to successfully complete the state-mandated Probation Officer certification and training process within twelve (12) months of hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Interviewing and assessing defendants, family members, employers, public agencies, victims and other relevant sources to compile in-depth background investigations and/ or determine appropriate course of action for supervision case planning;
2. Engaging with defendants and making appropriate referrals to community resources based on assessed criminogenic needs and case planning goals (*e.g.*, job development, substance abuse treatment, education, cognitive / behavioral programming, etc.);
3. Preparing prior record reviews, reports and recommendations for Judges, other superiors, outside agencies (*e.g.*, bond and / or presentence investigations, status reports, statistics, referral documents);
4. Presenting information at Court hearings as Department representative (*e.g.*, bond hearings, status hearings, compliance hearings);
5. Consulting with appropriate personnel and agencies to make recommendations for defendants' supervision case plans;

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6. Performing a variety of other related duties as required (*e.g.*, maintain records, case files and statistics for assigned cases);
7. Participating in required training events, including continuing education requirements, and maintaining good working knowledge of current criminal justice practices, including ability to effectively implement evidence-based practices.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Effective oral and written communication and interviewing skills (*e.g.*, ability to listen effectively, obtain sensitive information, explain complex issues in a comprehensible manner, prepare accurate and logical reports pertinent to defendant);
2. Ability to assess and counsel defendants effectively (*e.g.*, assess and resolve problems, motivate defendants to pro-social behavior);
3. Knowledge of criminal justice system, current research and trends in the field of community corrections in order to work within the Court and community corrections field effectively;
4. Ability to make recommendations and decisions (*e.g.*, assessment risk and need, analyzing assessment information and other available tools to make supervision case plan recommendations which meet a defendant's needs and criminal justice system requirements);
5. Effective time management, reliability and punctuality;
6. Ability to maintain sensitive and confidential information;
7. Ability to work collaboratively in a team environment;
8. Professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

Required: Bachelor's degree, preferably in criminal justice, or social sciences or related disciplines.

PHYSICAL DEMANDS and WORK ENVIRONMENT

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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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves visits to correctional institutions and other criminal justice and behavioral health agencies. This position requires the ability to work effectively in community environments, which may include visits to defendants' homes, places of employment, etc. The position also requires the ability to assess, de-escalate and appropriately respond to unpredictable and potentially volatile and high risk situations.

Frequent contact is made with the incumbent's co-workers, supervisor, court personnel, and outside agencies to accomplish objectives. Regular contact is made with criminal defendants and defendants' families to obtain information, counsel, and monitor activities.

The normal hours of operation for the Court are from 8:00 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal Court hours, including evenings and weekends. Some limited travel may be required.

APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. Valid Ohio Driver's License required. The Lake County Court of Common Pleas requires submission to a criminal history background check and possible drug testing prior to employment. The selected candidate must successfully complete a probationary period. Applicants must submit a letter of interest and a resume by **4:30 P.M. on Friday, June 15, 2018**, to:

Lake County Adult Probation
Attention: Chief Craig A. Berry
104 East Erie Street
Painesville, Ohio, 44077
Fax (440) 350-5576
(e-mail: [Craig.Berry](mailto:Craig.Berry@lakecountyohio.gov) @lakecountyohio.gov)

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation is available to all employees and applicants.

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Equal Opportunity Employer – Smoke-Free and Drug-Free Workplace