

Sylvania Municipal Court – Probation Department

Probation Officer

Department: Probation
Reports To: Chief Probation Officer
Job Title: Probation Officer
Grade: 9 – 12 (Experience Based)

Definition: Works under the supervision of the Chief Probation Officer. Closely supervises clients. Enforces the orders of the Court while encouraging and assisting the probationer's ability to live a productive life. Acts as a liaison for the Court by monitoring the client's progress/compliance and by ensuring that each client understands the conditions of his/her probation. Assists in developing acceptable and community oriented behavior. Prepares probation violation reports when appropriate. Caseload is dependent upon classification of probationers (low risk, medium risk, high risk).

MINIMUM QUALIFICATIONS:

- **Education/Training:** Minimum of a Bachelor's Degree in Criminal Justice, Social Science, Psychology, or related field. Master's Degree preferred. Chemical Dependency Licensure preferred. LEADS/NORIS certification required within probationary period.
- **Availability:** Must be able and available to work during the department's business hours on the days required (Monday through Friday, 8:00 a.m. to 4:30 p.m.). May be required to occasionally work beyond these hours, and every effort will be made to provide advance notice of such.
- **Experience/Knowledge/Background:** Minimum two (2) years of experience in the Criminal Justice field required. Minimum two (2) years of experience as a Probation Officer preferred.
- **Other Skills:** Previous experience in basic keyboarding required. Computer database knowledge preferred. Proficiency in record keeping and report writing. Strong understanding of the legal processes of the Criminal Justice System. Strong problem solving skills. Positions that are of a specialized area must possess a basic understanding of the caseload in which they are specialized.
- **Background:** Pre-employment screening required, including employment reference, background check, drug testing, and possible skills testing. May not have prior convictions for fraud, theft, or crimes involving violence or weapons, or other crimes that would adversely affect the Probation Officer's ability to support the work and function of the department, or represent the Court in a fair, credible, and professional manner.
- **Personal Characteristics:**

Integrity: Honest, trustworthy, follows directions, set example of appropriate behavior, and maintains confidential information.

Work Ethic: Dependable, hardworking, meets workload expectations (carries own weight), if working with defendants, and considers protection of the community first.

Attitude: Displays positive attitude, shows self-confidence, accepts constructive criticism, and expresses concerns professionally.

Interpersonal Traits: Good communicator, good listener, treats others with respect, and handles conflicts appropriately.

- **Performance Aptitudes:**

Data Utilization: Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data. Requires discretion in applying such analysis to established policies and procedures.

Human Interaction: Requires the ability to persuade, convince, influence, train, and monitor, in favor of a desired outcome. Requires the ability to interact with immediate supervisor, co-workers, clients, court personnel, various agencies, law enforcement personnel, the courts, judges, victims, families of clients, court deputies, and the public.

Verbal Aptitude: Requires the ability to effectively communicate verbally with the individuals as noted above.

Writing Aptitude: Advanced skills in writing comparable to that expected of an individual possessing a Bachelor's Degree. Ability to construct complete sentences in a clear, concise manner using proper grammar, punctuation, and spelling.

Language Aptitude: Ability to read, write, speak, and understand English fluently. Ability to use technical and professional language including legal, counseling and medical.

Mathematical Aptitude: Requires the ability to perform basic mathematical functions including addition, subtraction, multiplication, and division. May require the ability to calculate percentages, fractions, and decimals.

Functional Reasoning: Requires the ability to utilize a variety of advisory data and information such as reports, memos, forms, files, records, arrest sheets, drug results, evaluations, dockets, payment receipts, policy manuals, statutes, procedures, guidelines, and non-routine correspondence. Ability to interpret instructions furnished in written, oral, diagrammed, or schedule form. Ability to exercise judgement to meet assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgement, decisiveness, and creativity required in situations involving the evaluation of information. Ability to recognize and de-escalate a potentially violent situation.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some heavy lifting, carrying, pushing, and pulling of objects weighing five to ten pounds, possibly up to 25 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Equipment/Tools/Materials Utilization: Requires the ability to operate or troubleshoot problems on standard office equipment.

Sensory Requirements: Requires the ability to recognize and identify similarities or differences between characteristics of tastes, odors, textures, colors, shapes, and sounds associated with job-related objects, materials, and tasks.

Environmental Factors: Essential functions may risk exposure to disease, pathogens, or violence.

- **Special Requirements:** This position is regularly exposed to sensitive information and the incumbent is required to keep any such information strictly confidential.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Judge or the Chief Probation Officer.

Client Supervision Duties:

- Conducts face to face office contacts with clients.
- Documents all office and field contacts.

- Visits and communicates by phone with clients.
- Monitors client compliance with Court orders.
- Documents clients' progress.
- Maintains records and progress notes.
- Documents drug testing results, as needed.
- Prepares addendums, letters to the Court, and requests warrants, as needed.
- Compiles warrant information, as needed.
- Determines restitution based upon information received from victims, as needed.
- Updates client's records with area Courts.
- Prepares and submits all necessary reports, including Probation Violation reports.
- Reports Probation Violations.
- Runs local, State, and Federal record checks.
- Prepares and maintains monthly statistics.
- Coordinates, monitors, and provides immediate follow-up on clients' scheduled appointments; provides clients with referrals to appropriate treatment agencies, confirms that clients follow through with the treatment plan, and take appropriate corrective or official action.
- Completes and reviews referrals.
- Reviews daily arrest sheets, docket sheets, along with LCCC and CCNO status.
- Ensures defendants meet Court financial obligations, restitutions, and court cost payments.
- Requests general offense reports and records updates when needed.
- Completes and files all necessary paperwork/forms.

Court and Agency Contact:

- Maintains contact with agencies clients are involved with.
- Appears and testifies in Court for Probation Violations.
- Maintains communication with Court personnel and area law enforcement agencies.
- Remains current in knowledge of community resources.

Additional Duties and Responsibilities:

- May supervise volunteers if requested.
- Remains apprised of policies and procedures of the department.
- Applies the dual role of law enforcement agent and social worker in the probation function.
- Attends mandatory staff meetings and training as required.
- Performs other duties assigned.

MANDATORY TRAINING:

- Position Training: Job Position Orientation, NORIS/LEADS, Investigative Report Writing for Probation Officers, Interviewing Techniques, Henschen, FACTS, ORAS, and any trainings outlined in the State of Ohio's Probation and Training Standards.