

POSITION DESCRIPTION
ASHLAND COUNTY COMMON PLEAS COURT
An Equal Opportunity Employer

Job Title: PROBATION OFFICER

Department: Common Pleas Court

Immediate Supervisor: Chief Probation Officer and/or Judge

Position Classification: Classified / Exempt

JOB RESPONSIBILITIES

Supervise individuals placed on probation. Probation Officers monitor the activities of probationers, conduct investigations, and make referrals for services and/or court action where appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties show the general nature and level of work performed by Probation Officers. They are not designed to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be needed or assigned at any time.

1. Supervise assigned caseload according to departmental standards.
2. Maintain working relationship with chemical dependency counselors, law enforcement agencies, prosecutors, defense attorneys, victims and social services agencies.
3. Make recommendations on the issuance of warrants and probation violations; attend Court hearings.
4. Maintain complete and accurate case file records and prepare monthly reports. Must follow all department policies and State grant standards.
5. Perform various court assignments as needed, including referrals to social service agencies with recommendations, as necessary.
6. Develop and keep reporting schedule for probationers.

QUALIFICATIONS AND REQUIREMENTS

1. Must be able to read, write, speak and understand the English language.
2. Must be able to complete work in a neat, precise and timely manner.
3. Must be able to effectively communicate with persons of all ethnic and socioeconomic backgrounds.
4. Must be able to efficiently and effectively manage time and organize workload.
5. Must be able to accept direction and instruction from supervisor(s)
6. Must be proficient with Microsoft Office, including Word, Excel, and Outlook.
7. Must be able to work independently, manage stressful situations with clients displaying erratic combative behavior.
8. Must be able to conduct client interviews.
9. Must have a valid State of Ohio driver's license with acceptable driving record.
10. Must be capable of obtaining permission to run OHLEG and request LEADS on offenders under the supervision of the Ashland County Adult Probation Department.
11. Must be capable of adhering to state standards and the policies and procedures of the Ashland County Adult Probation Department.
12. Successful completion of the state probation officer certification and any other required training within one (1) year of hire, if not currently certified.
13. Probation Officers are required to carry firearms and shall have no legal prohibitions against carrying such. Basic firearm training program must be completed prior to probationary period completion with approval of the training officer and recertification completed annually.

ASHLAND COUNTY COMMON PLEAS COURT

14. Bachelor’s degree, from accredited educational institution preferably in the field of social work, criminology, or sociology; or
- a. Associates degree in a related field with three (3) years’ experience in criminal justice, corrections, law enforcement, social service, or related field: or
 - b. Five (5) years’ experience in criminal justice, corrections, law enforcement, social service, or related field; or
 - c. Or an equivalent combination of the minimum qualifications for employment noted above, as found to be appropriate and approved by both the Judge and the Chief Probation Officer.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal laws, rules and guidelines about probationers; function of the court; human relations; government structure and process; and public relations. Ability to establish friendly atmosphere in the work unit; deal with abstract, but mostly concrete variables; prepare and deliver speeches before varied audiences; work with various treatment facilities; oversee sensitive contacts and inquiries; maintain a high level of integrity and work ethic.

UNUSUAL WORKING CONDITIONS:

Requires travel; may be assigned to high crime areas or institutional setting; exposed to risk of violence, communicable diseases, vicious animals, unpleasant living conditions, and other unpleasant environmental hazards; must provide own transportation if not available through the Court; on 24 hr. call; collects and transports urine samples for substance abuse testing; process and collect evidence.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must successfully complete all training including physical fitness and self-defense tactics as part of fitness for duty, as directed by the Chief Probation Officer. Must maintain proficiency in use of firearm, pepper spray and/or taser certification. Must maintain valid driver license.

Pay Grade: Salary based on 40 hours/week Overtime: none – 40-hour flex week \$47,840 to \$52,000(dependent on experience) Non-Exempt [] Exempt [X] admin. [] Prof.[] Exec. [] Classified [X] Probationary period 1 year.
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Signature Date

Ashland County Application for Employment

Equal access to programs, services and employment is available to all persons.

We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) applied for:

Date of Application:

How did you hear about the position?

Advertisement: Relative: Inquiry: Website: Friend:

Employment Agency Other:

Name:

Last

First

Middle

Address:

Street

Apt

City

State

Zip

Telephone #:

Mobile/Other:

E-mail:

Best time to contact you at home is:

am pm

Have you ever submitted an application to Ashland County ?

If Yes, when?

Have you ever been employed by Ashland County?

If Yes, when?

Are you legally eligible for employment in the United States?

Do you have a valid driver's license?

State / Number:

Are you able to meet all of the attendance requirements of this position?

Are you able to work overtime if necessary?

Will you travel if the position requires it?

Do you have any friends / relatives currently employed by Ashland County?

If Yes, who?

What is your desired salary range or rate of pay: \$

per

Date available for work:

Type of employment desired: Full Time Part Time

Employment History: Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

1. From/To _____ Employer _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

2. From/To _____ Employer _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

3. From/To _____ Employer _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

4. From/To _____ Employer _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

Please Explain Any Gaps In Employment :

Have you ever been fired or asked to resign from a job?

If yes, please explain

EDUCATION	Name and Address of School	Course of Study	Years Completed	Diploma /Degree Obtained
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High School

Undergraduate
College

Graduate
Professional

Other (specify)

Related Information: Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities veteran/reserve National Guard or any other similarly protected status.

Organization

Offices Held

Please discuss your interest in employment with Ashland County and any qualifications beyond what is reflected in your application. Use additional sheets if needed.

References: Please provide the names and telephone numbers of three professional references who are not related to you and are not previous supervisors. If professional references are not available, provide school or personal references who are not related to you.

Name : _____ Title : _____
Relationship : _____ Telephone : _____
Email : _____

Name : _____ Title : _____
Relationship : _____ Telephone : _____
Email : _____

Name : _____ Title : _____
Relationship : _____ Telephone : _____
Email : _____

Applicant Statement and Signature:

I certify that all information I have provided in order to apply for and obtain employment with Ashland County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Ashland County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Ashland County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Ashland County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Ashland County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Ashland County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Ashland County is of an "a/ will" nature, which means that I am free to resign at any time and Ashland County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Ashland County at any time. I understand that no representative of Ashland County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Applicant Signature: _____ Date: _____

Ashland County Application for Employment

Equal access to programs, services and employment is available to all persons.

We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) applied for: Probation Officer

Date of Application: _____

How did you hear about the position?

Advertisement: ___ Relative: ___ Inquiry: ___ Website: ___ Friend: ___

Employment Agency ___ Other: _____

Name: _____
Last First Middle

Address: _____
Street Apt City State Zip

Telephone #: _____ Mobile/Other: _____

E-mail: _____ Best time to contact you at home is: _____ am ___ pm

Have you ever submitted an application to Ashland County? _____ If Yes, when? _____

Have you ever been employed by Ashland County? _____ If Yes, when? _____

Are you legally eligible for employment in the United States? _____

Do you have a valid driver's license? _____ State / Number: _____

Are you able to meet all of the attendance requirements of this position? _____

Are you able to work overtime if necessary? _____ Will you travel if the position requires it? _____

Do you have any friends / relatives currently employed by Ashland County? _____

If Yes, who?

What is your desired salary range or rate of pay: \$ _____ per _____

Date available for work: _____

Type of employment desired: ___ Full Time ___ Part Time

Employment History: Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

1. From/To _____ Employer _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

2. From/To _____ Employer _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

3. From/To _____ Employer _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

4. From/To _____ Employer _____

Telephone # _____ Address _____

Job Title: _____ Supervisor _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

Please Explain Any Gaps In Employment :

Have you ever been fired or asked to resign from a job? _____

If yes, please explain

EDUCATION	Name and Address of School	Course of Study	Years Completed	Diploma /Degree Obtained
High School	_____	_____	_____	_____
Undergraduate College	_____	_____	_____	_____
Graduate Professional	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____

Related Information: Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities veteran/reserve National Guard or any other similarly protected status.

Organization	Offices Held
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please discuss your interest in employment with Ashland County and any qualifications beyond what is reflected in your application. Use additional sheets if needed.

References: Please provide the names and telephone numbers of three professional references who are not related to you and are not previous supervisors. If professional references are not available, provide school or personal references who are not related to you.

Name : _____ Title : _____
Relationship : _____ Telephone : _____
Email : _____

Name : _____ Title : _____
Relationship : _____ Telephone : _____
Email : _____

Name : _____ Title : _____
Relationship : _____ Telephone : _____
Email : _____

Applicant Statement and Signature:

I certify that all information I have provided in order to apply for and obtain employment with Ashland County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Ashland County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Ashland County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Ashland County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Ashland County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Ashland County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Ashland County is of an "a/ will" nature, which means that I am free to resign at any time and Ashland County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Ashland County at any time. I understand that no representative of Ashland County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement. _____

Applicant Signature: _____

Date: _____