



## POSITION AVAILABLE:

### Probation Officer - Felony

**POSTING DATE:** Monday, June 21, 2021  
**DEADLINE TO APPLY:** Open until filled

**DEPARTMENT:** Adult Probation  
**LOCATION:** Ravenna, OH

**STARTING SALARY:** \$17.50/hour; negotiable based on experience

**WORKING HOURS:** 7:00 a.m. - 3:00 p.m. or 8:00 a.m. - 4:00 p.m. Monday - Friday and 10:00 a.m. - 6:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month

**FLSA STATUS:** Classified, non-exempt

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#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Criminal Justice Studies or related field OR five (5) years experience with direct supervision of offenders is preferred. Consideration for experience in related field of work may be given. Must have a valid Ohio Driver's License.

#### EXAMPLE OF DUTIES:

Provides structured community supervision to adult, misdemeanor offenders ordered to a period of standard supervision as follows: 1) Enforces rules and regulations of probation and all orders of the Court, including collection of court costs, restitution and supervision fees, 2) maintains responsibility for assigned case-load, 3) conducts face-to-face office meetings with clients to ensure compliance, 4) prepares Motions to Modify/Revoke/Extend and attends court hearings as necessary, 5) prepares for court hearings and offers testimony when required, 6) keeps accurate case files with signed Rules of Probation, 7) documents case file notes and collateral contacts, 8) makes appropriate referrals based on client risk/needs and/or court orders, 9) conducts random drug and alcohol testing or as directed by the Court, 10) arrests and processes clients according to procedure, 11) Acts as court officer as assigned, 12) completes required training on an annual basis, 13) administers the Ohio Risk Assessment System when required, 14) completes and updates case plans when required, 15) conducts DNA testing as required by law, 16) processes courtesy supervision or Interstate Compact transfers according to procedure and/or federal law, if directed, 17) monitors court ordered counseling cases, if assigned, 18) monitors NCIC cases, if assigned, and notifies the court of compliance or non-compliance in a timely manner, 19) monitors and verifies completion of community work service.

**Position is inherently hazardous or physically demanding work.** Exposure to chemical compounds found in an office environment, uses or works in proximity to the use of firearms, is exposed to bio-hazardous waste and possible injury due to unclean or unsanitary conditions, has contact with potentially violent or emotionally distraught persons, exposure to hazardous driving conditions, exposure to life threatening situations, exposure to needles and other drug paraphernalia, exposure to Hepatitis C and irregular work hours.

For full job description, click [HERE](#).

#### HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- **APPLICATIONS AND RESUMES** CAN BE FAXED OR EMAILED:

**FAX: PORTAGE COUNTY ADULT PROBATION  
CHIEF HANK GIBSON  
330-297-4561**

**EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM)**

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