



# PORTAGE COUNTY

## POSITION AVAILABLE

### OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

JOB TITLE:	Community Service/Restitution Officer
POSTING DATE:	Tuesday, February 18, 2020
CLOSING DATE:	Until Filled

DEPARTMENT: Portage County Juvenile Court, Probation  
ADDRESS: 8000 Infirmary Road, Ravenna, OH 44266  
WORK SCHEDULE: Monday - Friday, Full-time  
SALARY RANGE: \$15.50 per hour

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Criminal Justice Studies or related field. Must have a valid Ohio Driver's License.

#### JOB DESCRIPTION:

- Investigation of offenses requiring financial reimbursement to the victims and collection of payment;
- Place youth at worksites and monitor compliance of youth in various non-profit worksites performing community service hours;
- Conduct program intakes with youth and parents;
- Maintain and organize records on the youth in the program;
- File notice of alleged violation for non-compliance with Community Service/Restitution;
- Testify in Court and make recommendations for disposition.

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- YOU MUST DEMONSTRATE ON THE APPLICATION HOW YOU MEET THE MINIMUM QUALIFICATIONS.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: [www.co.portage.oh.us](http://www.co.portage.oh.us) OR PICKED UP ON THE 7<sup>TH</sup> FLOOR OF THE ADMINISTRATION BUILDING.
- MAIL APPLICATIONS & RESUMES TO:  
**PORTAGE COUNTY JUVENILE COURT  
ATTN: DIRECTOR OF YOUTH REHABILITATION  
8000 INFIRMARY ROAD  
RAVENNA, OHIO 44266  
NO PHONE CALLS**

Portage County is an equal opportunity employer (EOE)