



POSITION AVAILABLE:

Probation Officer – Intensive Supervision Program

POSTING DATE: Monday, November 22, 2021
DEADLINE TO APPLY: Tuesday, December 7, 2021

DEPARTMENT: Adult Probation
LOCATION: 209 S. Chestnut, Ste. 302 Ravenna, OH

STARTING SALARY: \$19.68/hour
WORKING HOURS: Full-Time: 8/8:30am – 4/4:30pm, 10:00am – 6:00pm Tuesday (2 per month)
FLSA STATUS: Classified, non-exempt

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, felony offenders ordered into the Intensive Supervision Program 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) Administers the Ohio Risk Assessment System when required, 4) conducts face-to-face office meetings with clients to ensure compliance, 5) prepares Motions to Modify/Revoke/Extend as necessary, 6) prepares for court hearings and offers testimony when required, 7) keeps accurate case files with signed Rules of Probation, 8) documents case file notes and collateral contacts, 9) makes appropriate referrals based on client risk/needs and/or court orders, 10) conducts random drug and alcohol testing or as directed by the Court, 11) arrests and processes clients according to procedure, 12) abides by specific CCA grant standards, including training requirements, 13) acts as court officer as assigned, 14) conducts DNA testing as required by law, 15) completes and updates case plans as required, 16) processes courtesy supervision or Interstate Compact transfers according to procedure and/or federal law, 17) monitors NCIC cases, if assigned, and notifies the Court of compliance or non-compliance in a timely manner, 18) 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, RESUMES AND COVER LETTERS CAN BE EMAILED TO: HRD@PORTAGECO.COM

No Phone Calls Please.

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)