

# POSITION DESCRIPTION

Ohio Dept of Administrative  
Services – Human Resources  
Division

AGENCY: Portage County Adult Probation  
DIVISION: Felony  
UNIT OR OFFICE: Intensive Supervision

POSITION NUMBER	<input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change		County of Employment: Portage	
	USUAL WORKING TITLE OF POSITION <b>Probation Officer</b>		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR Chief of Probation	
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 AM TO: 4:00 PM Monday – Friday (2 Tuesdays of each month -10:00 AM – 6:00 PM)			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties	Minimum Acceptable Requirements	
JOB TITLE	90%	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.	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.  <u>UNDERSTANDING OF:</u> 1) Court procedures and testimony 2) Crisis Intervention 3) Evidence-Based Practices and supervision strategies 4) Basic and Motivational Interviewing Techniques 5) Oral and written communication 6) Risk/Needs Assessment ORAS 7) Due Process Procedures 8) Arrest, Search & Seizure Procedures 9) Community Resources 10) Drug/alcohol testing procedures 11) DNA collection and procedures 12) Computer literacy (Word, Excel, Outlook, Courtview) 13) Disposal of bio-hazardous waste and materials 14) Policies & Procedures of Portage County Adult Probation Department 15) Sections of the Ohio Revised Code relevant to Adult Probation 16) Pre-Sentence Investigations 17) Interstate Compact Rules & Procedures	
	9%	Provides off-site supervision of offenders when necessary by 1) conducting home visits, curfew checks and/or worksite checks, 2) networking with other agencies in developing treatment plan for offenders 3) maintaining positive communication with community agencies when monitoring treatment/program compliance, 4) prepares and investigates PSI's as directed, 5) LEADS Operator, if directed, 6) assists in training new officers, if directed.		
	1%	Performs other duties as assigned. Duties may require use of personal vehicle for County business with mileage reimbursement if County car is not available.		
JOB CODE	<b>Position is inherently hazardous or physically demanding work.</b> 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.			
	List Position Numbers & Job Titles of Positions Directly Supervised:  <input type="checkbox"/> Exempt Status <input checked="" type="checkbox"/> Non-Exempt Status		SIGNATURE OF AGENCY REPRESENTATIVE  Hank T. Gibson, Chief of Probation	
			DATE	