PORTAGE COUNTY

OPEN TO EMPLOYEES AND THE GENERAL PUBLIC

| JOB TITLE: | Probation Officer: Intensive Supervision Unit |
| POSTING DATE: | Monday, March 16, 2020 |
| CLOSING DATE: | Friday, March 27, 2020 |

DEPARTMENT: Portage County Adult Probation Office
ADDRESS: 209 S. Chestnut Street, Ravenna, Ohio 44266
APPOINTING AUTHORITY: Portage County Chief of Adult Probation
WORK SCHEDULE: Monday - Friday, 8:00 am - 4:00 pm
2nd & 4th Tuesday of every month, 10:00 am - 6:00 pm
SALARY RANGE: $17.50 per hour DOQ

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.

JOB DESCRIPTION:
Provides structured community supervision to adult, felony offenders ordered into the Intensive Supervision Program as follows: Enforces rules and regulations of probation and all orders of the Court, including collection of court costs, restitution and supervision fees. Maintains responsibility for assigned case-load. Administers the Ohio Risk Assessment System when required. Conducts face-to-face office meetings with clients to ensure compliance. Prepares Motions to Modify/Revoke/Extend as necessary. Prepares for court hearings and offers testimony when required. Keeps accurate case files with signed Rules of Probation. Documents case file notes and collateral contacts. Makes appropriate referrals based on client risk/needs and/or court orders. Conducts random drug and alcohol testing or as directed by the Court. Arrests and processes clients according to procedure. Abides by specific CCA grant standards, including training requirements. Acts as court officer as assigned, 14) conducts DNA testing as required by law, 15) completes and updates case plans as required.

UNDERSTANDING OF: Court procedures and testimony, Crisis Intervention, Ohio Revised Code Section 2951.03 Pertaining to PSI Reports, Basic and Motivational Interviewing techniques, Oral and written communication, Risk/Needs Assessment (ORAS), Due Process Procedures, Technical information, including medical, psychological, law enforcement, and legal documents, Community Resources, Drug/alcohol testing procedures, DNA collection and procedures, Computer literacy (Word, Excel, Outlook, Courtview, OHLEG, LEADS), Disposal of bio-hazardous waste and materials, Policies & Procedures of Portage County Adult Probation Department, Sections of the Ohio Revised Code relevant to Adult Probation, Interstate Compact Rules & Procedures.

HOW TO APPLY:
- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS MUST BE RECEIVED BY 4:00 P.M. ON THE CLOSING DATE LISTED ABOVE.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: www.co.portage.oh.us OR PICKED UP ON THE 7th FLOOR OF THE ADMINISTRATION BUILDING.
- EMAIL OR FAX APPLICATIONS & RESUMES TO:

Portage County is an equal opportunity employer (EOE)