

UNION COUNTY COURT OF COMMON PLEAS EMPLOYMENT OPPORTUNITY

Job Title: Probation Officer
Open Date: May 14, 2017
Close Date: June 1, 2017
Salary: \$18.44/hour - \$26.73/hour
Starting pay commensurate with experience (DOQ)
Location: Union County Justice Center
215 W. Fifth Street
Marysville, OH 43040



The Union County Court of Common Pleas is hiring a Probation Officer. The Probation Officer will report to the Chief Probation Officer. The Probation Officer will perform all associated probation officer functions associated with the Court of Common Pleas, and will manage caseloads for persons under community control sanctions. In addition, the Probation Officer will supervise defendants on pre-trial release/bond. Other duties include consulting with and making recommendations to attorneys, assisting law enforcement officers, implementing curfews and other sanctions as directed by the Court. Coordinates work with the Intensive Supervision Officer from the Union County FSTR Drug Court. Reports on Probation Department activities to various agencies, including the Ohio Department of Rehabilitation and Correction. Researches grant funding opportunities and completes required applications, attends court hearings (observes and testifies when needed). Performs other related duties as assigned.

Qualifications: Bachelor's degree in a related field; one (1) year of experience in criminal justice, corrections, law enforcement, or related field; or equivalent combination. Must have a valid Ohio Driver's license and maintain insurability under the County's vehicle insurance policy. Must have or be able to obtain licensure or certification to carry a firearm. Must be able to obtain/maintain LEADS certification. Attention to safety practices/procedures a must. Must be detail oriented with exceptional organizational skills. Excellent written and verbal communication skills required, in addition to the ability to gather, classify, and handle sensitive information/inquiries. Must be skilled in developing effective working relationships and resolving complaints. Knowledge of court policies and procedures preferred, especially in probation case management. Interviewing and investigation skills strongly desired. Must be able to pass a thorough pre-employment background investigation.

Additional Information: This is an unclassified, non-exempt position. This position is eligible for a full range of insurance benefits, sick leave accrual upon employment, vacation after one (1) year of service, and a pension package through the Ohio Public Employee Retirement System (OPERS). *Note: For purposes of calculating vacation leave accruals, employees may receive credit for prior qualifying public agency service in accordance with County policy/guidelines.*

How to Apply: Submit cover letter, resume, **AND** application to employment@co.union.oh.us with subject line "Chief Probation Officer." Visit www.co.union.oh.us to download the Union County Employment Application (under Services, Human Resources, Employment). Application materials may also be mailed to the Union County Human Resources Department, located at 233 W. Sixth Street in Marysville, Ohio (43040).

DEADLINE: Submit all application materials by the deadline of **Friday, June 1, 2017.**

Union County is an Equal Opportunity Employer