

**CUYAHOGA COUNTY COMMON PLEAS COURT
GENERAL DIVISION – JOB DESCRIPTION**

Job Title: Training Specialist

Department: Probation

Reports To: Chief Probation Officer

Salary Range: Minimum Commensurate with Experience (Maximum \$66,335.10)

SUMMARY

This is an unclassified position held at the pleasure of the Court. This position is responsible for the training requirements of the Probation Department and to provide occasional assistance with the Court's training requirements. The enactment of House Bill 86 in 2011 established minimum probation training standards and the implementation of evidence-based practices. As a result, this position is now responsible for the development of training related to evidence-based practices in criminal justice.

The original style of delivering information to large groups of individuals has been replaced by the development and implementation of skill-based training. That training requires small groups of individuals to learn and practice new information over a longer period, requiring frequent training sessions. These new requirements supplement the ongoing and core training needs of the Court and Probation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include accuracy and efficiency in the following:

1. Conducting needs assessments for the purpose of evaluating training needs;
2. Developing an annual training plan and budget that prioritizes needs and resources for the following year;
3. Designing, coordinating, and/or delivering function-specific training curriculum for staff, *i.e.* Supervision Officers, Investigation Officers, Supervisors, Support Staff and Lab Staff;
4. Designing and implementing specific presentations for justice system partners and community agencies;
5. Designing and implementing offender programming;
6. Recruiting, training and supervising volunteer staff to assist in training staff, defendants, justice system partners and community agencies;
7. Maintaining training records for the Department and assisting supervisors in monitoring staff compliance with State standards;
8. Evaluating outside contractors for selected training topics based on their depth of knowledge, experience, and ability to engage staff;
9. Chairing Probation Department Training Workgroup, comprised of Officers, Supervisors, and Support Staff; the Workgroup meets, at minimum, on a quarterly basis;
10. Engaging in a continuing learning process that maintains progress in the use of current best practices in corrections, and informs the training of staff in the execution of those practices;
11. Occasionally assisting the Court's Director of Training and Development with the development and implementation of training and education;
12. Performing a variety of other related duties as required.

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned by Court Administration and/or Probation management.

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KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, primarily with Judges, staff and other Court employees;
2. Extensive knowledge of training design and development and the ability to conduct effective training presentations to staff and other adult audiences, both in large and small group settings;
3. Ability to facilitate groups in problem-solving;
4. Ability to engage staff in the training process;
5. Ability to identify the training needs of a multi-function staff, and to balance/prioritize those needs;
6. Excellent organizational skills; ability to organize work, set priorities and determine necessary resource requirements; ability to determine sequence of activities to achieve goals and objectives;
7. Ability to facilitate the implementation and acceptance of change within the workplace and encourage others to seek opportunities for different and innovative approaches to address challenges and opportunities;
8. Familiarity with multi-media presentation equipment and basic computer skills;
9. Effective time management, reliability and punctuality;
10. Ability to work collaboratively, constructively and positively in a team environment; ability to build constructive working relationships to meet mutual goals and objectives;
11. Ability to maintain effective performance under pressure and within time constraints and handle stress in an appropriate manner;
12. Ability to maintain sensitive and confidential information;
13. Professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

Required: Bachelor's degree with five (5) years' experience as an adult probation officer; Minimum of three (3) years' experience in adult education and/or training.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires working in a normal Court and/or office environment with no unusual demands or exposure to hazardous situations. Frequent contact occurs with co-workers and other Court personnel, other agencies, attorneys, criminal defendants and defendants' families.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position may require some work beyond normal hours, including evenings and weekends. Some travel within and outside the State of Ohio may be required.

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APPLICATION REQUIREMENTS

Proof of education and employment references will be required before final interview. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing prior to employment. Valid Ohio Driver's License is required. Applicants must submit a letter of interest and resume by **4:30 P.M. on Friday, May 18, 2018**, to:

**Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center - 11th Floor
Cleveland, Ohio 44113**

(e-mail: infosys@cuyahogacounty.us)

All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation is available to all employees and applicants. If you have a disability that needs accommodation, please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

Equal Opportunity Employer- Smoke-free and Drug-free Workplace

Visit the following websites:

<http://cp.cuyahogacounty.us/internet/News.aspx> or www.cuyahogacounty.us