

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

Job Title: Probation Officer
Department: Adult Probation

Reports To: Chief Probation Officer

Salary: \$50,294.40 (eff. 1/2/2023)

SUMMARY

This is a position in the classified civil service. The Probation Officer position is included in a voluntary recognition bargaining unit (union), which may include union dues. The mission of the Adult Probation Department is to promote the administration of justice and community safety by reducing recidivism, encouraging positive change in the lives of clients in the criminal justice system and fostering accountability through the effective use of evidence-based practices. This position is responsible for conducting investigations and/or supervision of clients and ensuring that those granted supervision in the Court of Common Pleas comply with conditions of supervision as directed by the Judges of the Court, while maintaining the safety of the community. The selected candidate must successfully complete a six (6) month probationary period. In addition, new Probation Officers are required to successfully complete the state-mandated Probation Officer certification and training process within six (6) months of hire. **Current Court policy requires all employees to be fully vaccinated against the COVID-19 coronavirus as a condition of employment.**

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Interviewing and assessing clients, family members, employers, public agencies, victims and other relevant sources to compile in-depth background investigations and/ or determine appropriate course of action for supervision case planning;
2. Engaging with clients and making appropriate referrals to community resources based on assessed criminogenic needs and case planning goals (e.g., job development, substance abuse treatment, education, cognitive / behavioral programming, etc.);
3. Preparing prior record reviews, reports and recommendations for Judges, other superiors, outside agencies (e.g., bond and / or presentence investigations, status reports, statistics, referral documents);
4. Presenting information at Court hearings as Department representative (e.g., bond hearings, status hearings, compliance hearings);
5. Consulting with appropriate personnel and agencies to make recommendations for clients' supervision case plans;
6. Performing a variety of other related duties as required (e.g., maintain records, case files and statistics for assigned cases);
7. Participating in required training events, including continuing education requirements, and maintaining good working knowledge of current criminal justice practices, including ability to effectively implement evidence-based practices.

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. Effective oral and written communication and interviewing skills (*e.g.*, ability to listen effectively, obtain sensitive information, explain complex issues in a comprehensible manner, prepare accurate and logical reports pertinent to client);
2. Ability to assess and counsel clients effectively (*e.g.*, assess and resolve problems, motivate clients to pro-social behavior);
3. Knowledge of criminal justice system, current research and trends in the field of community corrections in order to work within the Court and community corrections field effectively;
4. Ability to make recommendations and decisions (*e.g.*, assessment risk and need, analyzing assessment information and other available tools to make supervision case plan recommendations which meet a client's needs and criminal justice system requirements);
5. Effective time management, reliability and punctuality;
6. Ability to maintain sensitive and confidential information and the highest ethical standards;
7. Ability to work collaboratively in a team environment;
8. Ability to interact professionally on a regular basis with a diverse population within the Court's jurisdiction, including people from many different geographic, socioeconomic, religious, racial and ethnic backgrounds;
9. Professional appearance and demeanor at all times.

EDUCATION and EXPERIENCE

Required: Bachelor's degree, preferably in criminal justice, or social sciences or related disciplines; State of Ohio licensure in chemical dependency, social work and/or counseling a plus.

Preferred: Minimum of two (2) years of relevant work experience in community corrections, social work and/or counseling.

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 involves visits to correctional institutions and other criminal justice and behavioral health agencies. This position requires the ability to work effectively in community environments, which may include visits to clients' homes, places of employment, etc. The position also requires the ability to assess, de-escalate and appropriately respond to unpredictable and potentially volatile and high-risk situations.

Frequent contact occurs with co-workers, supervisors, court personnel, and outside agencies to accomplish objectives. Regular contact occurs with clients in the criminal justice system and their families to obtain information, counsel, and monitor activities.

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

APPLICATION REQUIREMENTS

Qualified applicants will be required to submit to testing and may be required to provide writing samples. **Current Court policy requires all employees to be fully vaccinated against the COVID-19 coronavirus as a condition of employment.** Proof of education and employment references will be required before final interview. Valid Ohio Driver's License required. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing prior to employment. The selected candidate must successfully complete a probationary period. Applicants must submit a letter of interest and a resume by **4:30 P.M. on Friday, December 16, 2022**, 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 may be available to qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8562.

Equal Opportunity Employer – Smoke-Free and Drug-Free Workplace

Visit the Court's website:

<https://cp.cuyahogacounty.us/court-information/employment/>

or

Cuyahoga County's website:

www.cuyahogacounty.us