

## **JOB OPPORTUNITY: MEDINA COUNTY ADULT PROBATION OFFICER**

The Medina County Court of Common Pleas Adult Probation Department consists of 22 employees. The Mission of the Department of Probation Services is to promote Ensure Justice, Protect the Public, and Change Lives safety by reducing recidivism, changing offender behavior, and fostering accountability through the effective use of evidence-based practices. Probation Officer functions include pretrial, investigation and supervision services. Supervision structures are determined by risk and need and include all types of cases that are referred by the judges of the Court. The Department also operates specialized caseloads including mental health and drug court specialty dockets, and substance abuse monitoring and electronic monitoring. The Probation Department strives to stay current and relevant with the ongoing goal of being an evidence-based organization.

A Probation Officer is under the general direction of the Chief Probation Officer and the immediate direction of a Probation Officer Supervisor. A Probation Officer's primary responsibilities are to investigate, interview, assess, case plan, provide interventions, and manage a defendant's compliance with court orders and required programming to promote public safety and reduce recidivism. Probation Officers routinely communicate a defendant's supervision compliance with the assigned judge and work closely with criminal justice partners and community resources.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

- Administration of the Ohio Risk Assessment System (ORAS) and other identified assessment tools to ensure appropriate supervision placement, intervention and programming.
- Develop an appropriate supervision plan to address the requirements of the Court and the assessed needs of the defendant.
- Supervise and monitor an active caseload; support the defendant in attaining identified goals and maintaining compliance with the conditions of supervision; perform field work as needed; notify the Court of non-compliance with supervision requirements; conduct arrests when necessary; and attend court hearings when required.
- Conduct investigations for the Court and prepare reports to assist judges in the determination of appropriate sentences and release conditions.
- Supervise caseloads focusing on compliance issues and changing offender behavior;
- Participate in activities that enhance the Department and Court, the individual units within the Department, and the Officer's own professional development.
- Active participation in required training and professional development events around evidence-based practices in community corrections and behavioral health issues, per department standards and as deemed appropriate.
- Perform other tasks as assigned and may be assigned to other positions in other departments of the Court as needed.

## QUALIFICATIONS AND REQUIREMENTS

- A bachelor's degree from an accredited college or university with core course work in areas related to criminal justice, criminology, corrections, psychology, social work or liberal arts.
- The ability to demonstrate and apply basic knowledge of mental health, trauma and substance abuse issues.
- Become trained and certified to perform the Ohio Risk Assessment System (ORAS) and other Department Risk and Need assessment tools.
- Successful completion State Probation Officer Certification and training process within one (1) year of hire, if not currently certified.
- Willingness and ability to be trained in the Department's Field Safety Training Program, including but not limited to:
  - Defensive tactics, verbal de-escalation techniques, and first aid/CPR, in order to engage with defendants in the community.
- Ability to assess and supervise defendants effectively (e.g. assess and resolve problems, motivate defendants toward prosocial supports and activities, and facilitate interventions that assist defendants in changing their thinking and behavior).
- 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 relevant to the defendant).
- Ability to make informed and thoughtful recommendations and decisions.
- Knowledge of the criminal justice system and current research trends in the field of community corrections, in order to work within the Court and community corrections field effectively.
- Ability to appropriately receive and follow supervisory feedback, coaching and direction.
- Ability to demonstrate resilience and flexibility in a high-paced, dynamic work environment.
- Ability to maintain sensitive and confidential information.
- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook, and Excel, and the Court's case management software.
- Knowledge of common office practices, procedures, and equipment.
- Pleasant personality and ability to deal with potentially difficult people and ability to interact and maintain effective working relationships with judges, employees, attorneys, litigants, law enforcement officers, and others conducting business with the Court.
- Conscious of, and sensitive to, the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
- Excellent time-management skills, ability to prioritize work, ability to work independently, and ability to work under time constraints.
- Ability to work effectively in a team environment.
- Professional appearance and demeanor, particularly a positive attitude appropriate for the position and the work environment as a representative of the Court.
- Demonstrated dependability, punctuality, and excellent attendance record.
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, and sound judgment.

- Ability to work collaboratively with Criminal Justice partners.
- Skilled in the art of interviewing and assessment.
- Willingness to become familiar with the Court's community resources.
- Maintain a valid Ohio driver's license.

**PREFERRED QUALIFICATIONS INCLUDE:**

- One year's experience, in the courts, corrections, counseling, law enforcement, or related fields.
- Certified as a State Certified Probation Officer.
- An understanding of legal terminology.

**BENEFITS**

The Medina County Municipal Court offers an excellent benefits package that includes: health, prescription, vision, dental, and life insurance; short-term disability; generous vacation, sick, and personal leave; eleven paid holidays; longevity service payments; sick leave; an Employee Assistance Program; a deferred compensation program; tuition reimbursement; credit union membership; and direct deposit of net pay.

Court employees are members of the Ohio Public Employees Retirement System (OPERS), which provides retirement, disability, and survivor benefits for public employees. All full-time employees hired after January 20, 2010, contribute to OPERS by paying the required employee share, which is 10% of their salary. The Court pays the required employer's share of 14% of the employee's salary. Since Court employees are members of OPERS, they also do not have any Social Security taxes withheld from their pay.

**APPLICATION PROCESS**

Applicants must **submit a resume, and a cover letter** addressed to Veronica Perry, Medina County Chief Probation Officer, that describes with some specificity how the applicant's qualifications match those required for the position. To ensure consideration, the materials should be submitted **by Monday, March 25th, 2019**, to:

Veronica Perry, Chief Probation Officer

Medina County Adult Probation Department

99 Public Square, Medina, OH 44256

**or email to [vperry@medinacountyprobation.org](mailto:vperry@medinacountyprobation.org).**

**NO PHONE CALLS PLEASE.**

Only those applicants invited for an interview will be contacted. Applicants should not call or contact any Probation or Court employee concerning their application.

As a part of the selection process, a candidate may be required to perform skills tests that could include exercises to test the candidate's writing ability, understanding of court systems, knowledge of legal terminology and procedures, and knowledge of Medina County Adult Probation Department.

The Court is an Equal Opportunity Employer and does not discriminate based on age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status, or genetic information.