

OTTAWA COUNTY COURT OF COMMON PLEAS

Job Title:	Probation Officer: TCAP (Female)
Immediate Supervisor:	Chief Probation Officer
Job Status:	Full-Time (80 hours/pay), Non-Exempt, At-Will
Pay	Commensurate with Experience

Job Summary

The Probation Officer will primarily be responsible for the handling of and supervision of cases in the pre-trial and pre-sentence phase of Court proceedings, performing urinalysis testing on females, and serving as Bailiff of the Court.

Work is performed in the Ottawa County Courthouse and various locations throughout the county. The position requires routinely working evenings and weekends and some travel may be required. The schedule is 8:30 am to 4:30 pm, with a 30 minute paid lunch.

Essential Job Responsibilities:

1. Attend hearings for Initial Appearance and Arraignment and complete Judgement Entries.
2. Review general and special conditions of bond/community control with Defendants and Offenders.
3. Conduct urinalysis testing on female Defendants on bond and Probationers, including but not limited to scheduling, maintaining records, performing drug testing, transporting samples for testing, and enforcing of the departmental drug testing policies.
4. Coordinate installation of GPS and SCRAM monitoring of Defendants/Offenders and ensure compliance with the conditions of monitoring.
5. Investigate reports of bond or community control violations and prepare complaints of bond or community control violations, as needed.
6. Oversee the pre-trial program of the Court.
7. Supervise Defendants/Offenders placed on bond or community control.
8. Make appropriate referrals for services to community agencies and community based correctional facilities.
9. Conduct Risk Assessments with Offenders.
10. Conduct Pre-Sentence Investigations and completes written reports and recommendations.
11. Maintain current information and supervision notes in the department's case management system.
12. Perform curfew checks and searches of Offenders, their homes, and/or property as necessary.

13. Act as Deputy Bailiff and assist in court for hearings, as needed.
14. Document facts and testify in Court with respect to the activities of Defendants or Offenders, their behavior and quality of adjustment while under supervision.
15. Arrest Defendants and Probationers in violation of bond and the conditions of community control and transport Defendants to and from the jail.
16. Perform all other duties as may be directed by the Chief Probation Officer or Court.

Qualifications Sought:

- Possess bachelor degree in criminal justice or related field
- OPOTA Firearm Certification preferred. Must be willing and able to complete the training if not certified.
- ORAS Certification preferred. Must be willing and able to complete the training if not certified.
- Highly motivated self-starter with good observational skills, who is able to interact and communicate orally and in writing with offenders, co-workers, attorneys, judges, and the public in a professional manner
- Experience and/or knowledge of the workings of the Court and the criminal justice system
- Familiarity with evidenced based practices, as well as addiction and mental health issues
- Ability to exercise good judgment, decisiveness, and creativity in situations
- Valid Ohio Driver's License
- Computer skills and proficiency with Microsoft Word, Zoom, web browsers, LEADS, and ability to enter data.
- Good oral and written communication skills and has the ability to maintain effective working relationships with Defendants, attorneys, Court staff, and the public.
- Good problem solving skills, and has the ability to exercise excellent judgement, decisiveness and creativity in varying situations.
- Knowledge of defense tactics
- Excellent crisis de-escalation techniques.

Please send resume, cover letter, and application to kritzler@co.ottawa.oh.us. The Application period is open between Thursday, May 16, 2024 to Friday, May 31, 2024 at 4:30 pm.