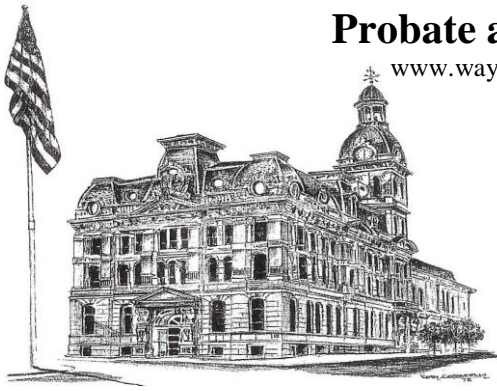


# WAYNE COUNTY COURT OF COMMON PLEAS

## Probate and Juvenile Divisions

www.wayneprobateandjuvenile.org



107 West Liberty Street

Wooster, OH 44691

Juvenile Court Phone (330) 287-5561

Juvenile Court Fax (330) 287-7731

Probate Court Phone (330) 287-5575

Probate Court Fax (330) 287-7727

Juvenile Probation Phone (330) 287-5560

Probation Fax No. (330) 287-5427

**LATECIA E. WILES, JUDGE**

### EMPLOYMENT OPPORTUNITY:

#### PROBATION OFFICER 1

The Wayne County Juvenile Court is seeking to fill an immediate opening for a full-time Probation Officer 1. This position serves at the pleasure of the Judge and is under the supervision of the Chief Probation Officer.

#### **Probation Officer 1 Job Duties and Responsibilities (not a comprehensive list):**

1. Monitors assigned probationers to ensure compliance with court probation orders;
2. Conducts in-person visits with probationers;
3. Investigates complaints concerning alleged probation violations;
4. Administers and observes drug screens;
5. Maintains open lines of communication with school personnel, law enforcement, treatment providers, and other community partners;
6. Maintains accurate and detailed documentation of records associated with assigned cases;
7. Prepares and files appropriate paperwork with the Court in both hard-copy and electronic formats, including complaints, affidavits, victim impact statements, and pre-dispositional reports;
8. Performs required duties as an officer of the Court, including serving warrants and making arrests;
9. Testifies at court hearings;
10. Responds to calls for assistance with probationers at all times of day on an on-call basis;
11. Acts as a role model both within and outside the Court;
12. Demonstrates flexible and efficient time management and an ability to prioritize workload; and
13. Any other duties which the Judge, Magistrates, and/or Chief Probation Officer may assign.

**Education and Experience Requirements:** A Bachelor's Degree in criminal justice, corrections, behavioral sciences, social work, or a related field, or the equivalent of a degree in experience; professional level experience in related field of work; a valid driver's license and clean driving record; and physically be able to perform all job-related responsibilities.

**Applications:** Submit a resume in writing by regular U.S. Mail, with cover letter, which must be **received** on or before December 28, 2018, to the Wayne County Probate and Juvenile Court, Attn: Probation Officer Position, 107 W. Liberty Street, Wooster, Ohio 44691. **You must complete a Wayne County Employment Application and submit it with your resume in order to be considered for the position of Probation Officer 1.**

**Wayne County Employment Application (required submission with all employment opportunities)** may be found here: <http://www.wayneohio.org/employment-opportunities>. All positions in the Juvenile and Probate Court are at-will. Failure to submit all requested materials will result in non-consideration of the application. Applicants will be notified if selected for an interview.

**THE WAYNE COUNTY PROBATE AND JUVENILE COURT IS AN EQUAL OPPORTUNITY  
EMPLOYER**

Date Posted: November 28, 2018; Application Deadline: December 28, 2018