

April 15, 2019

The Wayne County Municipal Court is accepting applications for the position of Probation Officer.

See attached overview of the position and requirements.

Position is open until filled. Cover letters, resumes, and applications should be directed to:

Karl Kubb

Court Administrator

215 North Grant Street

Wooster, Ohio 44691

Please do not send correspondence via email.

You must complete a Wayne County Employment Application and submit it with your cover letter and resume to be considered for this position. Failure to submit all requested materials will result in non-consideration for this position.

Wayne County, Ohio is an Equal Opportunity Employer.

*Wayne County Employment Applications can be obtained at the Wayne County Commissioners Office (428 W. Liberty Street, Wooster, Ohio 44691) or at (330) 287-5400. Applications can also be downloaded at <http://wayneohio.org/employment-opportunities>

Requirements:

The candidate for the position of Probation Officer will preferably possess a bachelor's or associates degree in criminal justice, corrections, behavioral sciences, or a related field; or a combination of education and experience (in a related field of work) equivalent to these requirements. This position requires a person who has a valid driver's license, is physically able to perform all job-related responsibilities, who is energetic, positive, team-oriented, well-organized, and has efficient time management skills. This position is under the direct supervision of the Chief Probation Officer.

Job Duties and Responsibilities (not all encompassing):

The Probation Officer monitors and supervises the activities of assigned probationers by ensuring compliance with court orders, notifies the court of violations, testifies at court hearings, refers probationers and communicates with collateral agencies for treatment, i.e. alcohol, drug, and/or mental health, conducts home visitations, utilizes judgment and arrests probationers in violation of court orders, and prepares and maintains records/documentation related to the supervision of probationers.

The Probation Officer conducts pre-sentence investigations to aid the Judges/Magistrate in sentencing defendants. The Probation Officer interviews defendants, victims, witnesses, law enforcement officers, and individuals deemed pertinent to a particular case, while also obtaining and reviewing criminal backgrounds, medical, and counseling records to formulate pre-sentence investigation reports with recommendations made pertaining to sentences.

Upon necessitation, the Probation Officer will assist the Court's Security Officer(s)/Bailiff(s) and Home Arrest Department, in addition too, completing any other duties which the Judges, Magistrate, Supervising Officer, and/or Chief Probation Officer may assign. This position requires an individual who is able to work mandatory overtime.

The successful candidate should excel in verbal and non-verbal communication, team cohesiveness, and interpersonal skills while demonstrating regular and predictable attendance. Computer proficiencies are necessary. Minimum starting salary is \$39,395.20.

