

# Employment Opportunity

Posted: September 23, 2022

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

See attached overview of the position and requirements.

Applications, cover letters and resumes will be reviewed on an ongoing basis. This position will remain open until filled. Interviews will be conducted as the Court's schedule permits. Please direct all correspondence to:

Karl Kubb

Court Administrator

215 North Grant Street

Wooster, Ohio 44691

Please **do not** send correspondence via email.

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)

Applications can also be downloaded at [www.wayneohio.org](http://www.wayneohio.org) (please use the employment link)

**Requirements:**

The successful candidate for the position of Probation Officer will possess a bachelor's or associate's 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. The successful candidate will possess a valid driver's license, be energetic, positive, team-oriented, well-organized and have efficient time management skills. This position is under the direct supervision of the Chief Probation Officer.

**Job Duties/Responsibilities (not all encompassing):**

This position monitors and supervises the activities of assigned probationers by ensuring compliance with court orders, notifying the court of violations, testifying at court hearings, referring probationers to and communicating with, collateral agencies for treatment (i.e. alcohol, drug, and/or mental health counseling centers, conducting home visitations, utilizing judgment and arresting probationers in violation of court orders, and preparing and maintaining records/documentation related to the supervision of probationers.)

The successful candidate will conduct pre-sentence investigations to aid the Judges/Magistrate in sentencing defendants. This position will interview 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 and sentencing recommendations.

This Probation Officer will specialize in traffic cases by administering the Court's driving privilege program. Duties will include assembling information and documentation necessary to facilitate decision making in traffic offense cases, generating notifications and other documentation related to continued driving privileges, and researching/maintaining files to provide information relating to procedures and requirements of driving privileges. The successful candidate will be required to become proficient in BMV requirements for reinstatement of operators' licenses and excel in providing offenders with instructions on how to maintain driving privileges with the Court.

When necessary, this position will assist the Court's Security Officers, Bailiffs, and Home Arrest Department, in addition to, completing any other duties which the Judges, Magistrate, Court Administrator, and/or Chief Probation Officer may assign. This position requires an individual who is able to work mandatory overtime.

It is preferred Probation Officers carry and be certified to carry a firearm. Probation Officers are required to carry a Taser. All certifications will be made available to the successful candidate.

The successful candidate will excel in verbal and non-verbal communication, team cohesiveness, and interpersonal skills while demonstrating regular and predictable attendance. Computer proficiencies are necessary. This position requires strong ethics and respect for confidentiality. The minimum starting salary is \$46,051.20.