

Employment Opportunity

Posted: February 13, 2025

The Wayne County Municipal Court is accepting applications for the position of: Probation/Home Arrest Administrative Assistant.

See attached overview of the position and requirements.

Applications, cover letters, and resumes will be reviewed on an ongoing basis. This posting will remain open for a minimum of five business days but will not be closed until the position is filled by the hiring of the successful candidate. Interviews will be conducted as the Court's schedule permits. Please direct all correspondence to:

David Baney
Court Administrator
215 North Grant Street
Wooster, Ohio 44691
(330) 287-5670

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) or at (330) 287-5400. Applications can also be downloaded at <http://wayneohio.org/employment-opportunities>

Requirements:

The candidate for the position of Probation/Home Arrest Administrative Assistant requires a high school diploma or GED equivalent. Preferred candidates will possess an associate's degree or equivalency, social service experience, experience as a secretary, knowledge of court procedures, and/or a combination of education and experience equivalent to these requirements. This position also requires an individual who excels with computers, diplomatic, team-oriented, well-organized, and recognizes the importance of trust and confidentiality consistent with working within the judicial system. The Probation/Home Arrest Administrative Assistant reports directly to the Chief Probation Officer.

Job Duties/Responsibilities (not all encompassing):

This position requires computer skills, as well as, excellent writing and proofreading abilities to ensure accuracy and completeness of documentation for daily court procedures. The Probation/Home Arrest Administrative Assistant is proficient in public relations including, answering telephone calls and in-person questions in a professional manner, while providing accurate information to attorneys, defendants and the public.

The Probation/Home Arrest Administrative Assistant prepares/creates legal documents, journal entries, correspondence, reports and materials of a technical, statistical or confidential nature from rough written copy or verbal instruction. This position maintains files/records and answers judicial, legal and personal mail for the probation and home arrest department. The Probation/Home Arrest Administrative Assistant is responsible for creating and assigning probation cases, home arrest cases, PSI sentencing cases, and Expungement cases to each officer accordingly.

The Probation/Home Arrest Administrative Assistant will demonstrate heightened attention to detail when reviewing case information, sentencing dates, programming requirements, case deadlines, scheduled court events, etc. They will also take appropriate action as necessary to correct and clarify erroneous case information; identify and report discrepancies and complex issues to the chief probation officer as necessary. The Probation/Home Arrest Administrative Assistant will complete all other duties that may be assigned by the judges, magistrate, court administrator, and/or chief probation officer.

The successful candidate should excel in verbal and non-verbal communication, team cohesiveness, and interpersonal skills. The position requires an individual with the highest level of personal integrity, confidentiality and trustworthiness as the responsibilities involve confidentiality and sensitive information and decisions. The starting salary is \$44,054.40.