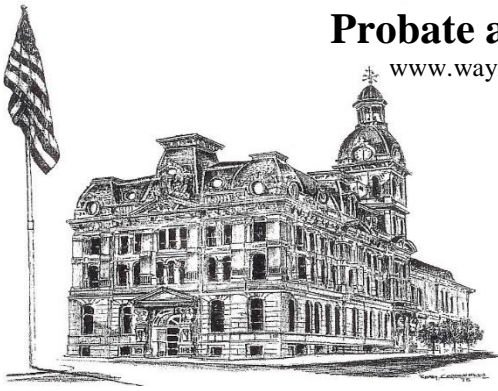


WAYNE COUNTY COURT OF COMMON PLEAS

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 Probate and Juvenile Court is seeking to fill an immediate opening for a full-time, permanent Probation Officer 1. The minimum starting salary for this position is \$22.57 per hour, but a higher starting wage is negotiable based upon prior relevant experience. This position serves at the pleasure of the Judge and reports to 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, 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, psychology, sociology, 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, auto insurance and clean driving record; and physically be able to perform all job-related responsibilities.

Applications: Submit an employment application, resume and cover letter in writing by regular U.S. Mail to the Wayne County Probate and Juvenile Court, Attn: Court Administrator, 107 W. Liberty Street, Wooster, Ohio 44691 or via email at courtadmin@waynecourts.org. You must complete a Wayne County Employment Application and submit it with your resume and cover letter in order to be considered for this position. The application form may be found here: <http://www.wayneohio.org/employment-opportunities>. Complete applications will be reviewed on an ongoing basis. This position will remain open until filled. Applicants will be notified if selected for an interview.

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

Date Posted: February 7, 2025; Application Deadline: until filled