WAYNE COUNTY COURT OF COMMON PLEAS
EMPLOYMENT OPPORTUNITY: **ADULT FELONY PROBATION OFFICER**
Minimum Starting Salary- $52,540.80

The Wayne County Court of Common Pleas Adult Probation Department is accepting applications for the position of Probation Officer.

A Probation Officer is under the general direction of the Chief Probation Officer. A Probation Officer's primary responsibilities are to investigate, interview, assess, case plan, provide interventions, and manage a defendant's compliance with court orders and required programming to promote public safety and reduce recidivism

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

- Administration of the Ohio Risk Assessment System (ORAS) and other identified assessment tools to ensure appropriate supervision placement, proficiency with behavioral interventions, and other programming.
- Develop an appropriate supervision plan to address the requirements of the Court and the assessed needs of the defendant.
- Supervise and monitor an active caseload; support the defendant in attaining identified goals and maintaining compliance with the conditions of supervision; perform field work as needed; notify the Court of non-compliance with supervision requirements; conduct arrests when necessary; and attend court hearings when required.
- Conduct investigations for the Court and prepare reports to assist judges in the determination of appropriate sentences and release conditions.
- Supervise caseloads focusing on compliance issues, utilizing Evidence Based Practices.
- Active participation in required training and professional development events around evidence-based practices in community corrections and behavioral health issues, per department standards and as deemed appropriate.
- Know and adhere to the Wayne County Adult Probation Department's policies and procedures.
- Perform other tasks as assigned. May also be assigned to other positions within the probation department as needed.

QUALIFICATIONS AND REQUIREMENTS

All job requirements listed indicate the minimum level of knowledge, skills, and/or ability as deemed necessary to perform the job proficiently. This description is not to be construed as an exhaustive statement list of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as required by their supervisor, subject to reasonable accommodation.

- A bachelor's degree(preferred) from an accredited college or university with core course work in areas related to criminal justice, criminology, corrections, psychology, social work, or liberal arts.
- The ability to demonstrate and apply basic knowledge of mental health, trauma, and substance abuse issues.
- Become trained and certified to perform the Ohio Risk Assessment System (ORAS) and other department Risk and Need assessment tools, if not currently certified.
- Successful completion of the Probation Officer Certification and training process within one (1) year of hire, if not currently certified.
- Willingness and ability to be trained in the Department's Field Safety Training Program, including but not limited to:
    - Firearms, Defensive tactics, verbal de-escalation techniques, and first aid/CPR, to engage with defendants in the community.
- Ability to assess and supervise defendants effectively (e.g., assess and resolve problems, motivate defendants toward prosocial support and activities, and facilitate interventions that assist defendants in changing their thinking and behavior).
- Effective oral and written communication and interviewing skills (e.g., ability to listen effectively, obtain sensitive information, explain complex issues in a comprehensible manner, prepare accurate and logical reports relevant to the defendant).
- Ability to make informed and thoughtful recommendations and decisions.
- Knowledge of the criminal justice system and current research trends in the field of community corrections, necessary to work within the Court and community corrections field effectively.
- Ability to appropriately receive and apply supervisory feedback, coaching and direction.
- Ability to demonstrate resilience and flexibility in a high-paced, dynamic work environment.
- Ability to maintain sensitive and confidential information.
- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook, and Excel, and Ohio Community Supervision Systems (OCSS) the Adult Probation Department's case management software.
- Knowledge of common office practices, procedures, and equipment.
- Pleasant personality and ability to deal with potentially difficult people and ability to interact and maintain effective working relationships with judges, employees, attorneys, litigants, law enforcement officers, and others conducting business with the Court.
- Conscious of, and sensitive to, diversity and inclusion issues within the Court's jurisdiction and ability to interact professionally with this diverse population from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
- Excellent time-management skills, ability to prioritize work and problem solve, ability to work independently, and ability to work under time constraints.
- Ability to work effectively in a team environment.
- Demonstrated dependability, punctuality, and excellent attendance record.
- Ability to work collaboratively with Criminal Justice partners.
- Skilled in the art of interviewing and assessment.

- Maintain a valid Ohio driver's license.

APPLICATION PROCESS

Applicants must submit a cover letter, resume and a Wayne County Employment Application via email to crburnett@waynecourts.org. The Employment Application can be obtained from the following website: https://www.wayneohio.org/employment-opportunities.

Courtney Burnett, Chief Probation Officer
Wayne County Adult Probation Department
107 W. Liberty Street
Wooster, Ohio 44691

Posting period will be open until filled.
Only those applicants invited for an interview will be contacted.

As a part of the selection process, a candidate may be required to perform skills tests that could include exercises to test the candidate's writing ability, understanding of court systems, knowledge of legal terminology and procedures.
The Court is an Equal Opportunity Employer.

Date posted: October 15, 2026