

**LORAIN COUNTY COMMON PLEAS COURT
POSITION DESCRIPTION**

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| Job Title: | Probation Officer Supervisor | FLSA Status: | Non Exempt |
| Department: | Adult Probation Department | Civil Service: | Classified |
| Supervisor: | Director of Probation Services | Employment Status: | Full Time |

JOB PURPOSE AND OVERVIEW

Supervise individuals placed on probation and assist Probation Officers. Probation Officers monitor the activities of probationers, conduct investigations, and make referrals for services and/or court action where appropriate. A Probation Officer Supervisor is additionally responsible for providing leadership, guidance and assistance to other probation officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties indicate the general nature and level of work performed by the Probation Officer Supervisor. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at any time.

1. Supervise assigned caseload according to depart standards.
2. Maintain working relationship with chemical dependency counselors, law enforcement agencies, prosecutors, defense attorneys, victims and social services agencies.
3. Make recommendations on the issuance of warrants and probation violations; attend Court hearings.
4. Maintain complete and accurate case file records and prepare monthly reports. Must comply with all department policies and State grant standards.
5. Perform various court assignments as required, including referrals to social service agencies with recommendations as necessary.
6. Develop and maintain reporting schedule for probationers.
7. Assist in the staffing of cases with Probation Officers.
8. Conduct orientation and training of new staff and provide recommendations for training needs.
9. Perform case audits, identify correction action, and verify solution implementation.
10. Assist and provide ongoing training and support to Probation Officers in caseload management to ensure Officers are maintaining required documentation, and conducting follow-up actions on an as needed basis.
11. Assist with statistical report for grants and other grant related duties.
12. Oversee the presentence investigation department.

QUALIFICATIONS AND REQUIREMENTS

1. Must be able to read, write, speak and understand the English language.
2. Must be able to complete work in a neat, precise and timely manner.
3. Must be able to effectively communicate with persons of all ethnic and socioeconomic backgrounds.
4. Must be able to efficiently and effectively manage time and organize workload.

5. Must be able to accept direction and instruction from supervisor(s).
6. Must be proficient with Microsoft Office, including Word, Excel, and Outlook.
7. Must be able to work independently, handle stressful situations and clients displaying erratic and/or combative behavior.
8. Must be able to conduct client interviews.
9. Must have a valid State of Ohio Driver's License with acceptable driving record.
10. Must be capable of supervising personnel within the Probation Department and ensuring adherence to State Standards and the policies and procedures of the Lorain County Adult Probation Department.
11. Must possess a Bachelor's Degree, preferably in the field of Social Work, Criminology or Sociology, and/or related experience in law enforcement work.
12. Must have a minimum of 5 years prior experience as a probation officer.
13. Must possess patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of this position, the Court expects the incumbent will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

Employee hereby acknowledges having received a position description and understands the duties, responsibilities, qualifications, and requirements for this position. Employee further recognizes that the above information is not an exhaustive list and may be supplemented or changed at any time.

Signature of Employee

Date

Witness

Date