

**LORAIN COUNTY COMMON PLEAS COURT  
POSITION DESCRIPTION**

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Job Title:	Probation Officer	FLSA Status:	Non Exempt
Department:	Adult Probation Department	Civil Service:	Classified
Supervisor:	Chief Probation Officer	Employment Status:	Full Time

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**JOB PURPOSE AND OVERVIEW**

Supervise individuals placed on Probation. Probation Officers monitor the activities of probationers, conduct investigations, and make referrals for services and/or court action where appropriate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

The following duties indicate the general nature and level of work performed by Probation Officers. 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.

**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 adhering to State Standards and the policies and procedures of the Lorain County Adult Probation Department.

11. Successful completion State Probation Officer Certification and training process within one (1) year of hire, if not currently certified.
12. Probation Officers may be approved or required to carry firearms. If approved or required, a basic firearm training program must be completed within one year and training renewed annually.
13. Must possess a Bachelor's Degree, preferably in the field of Social Work, Criminology or Sociology, and/or a combination of secondary education and related experience in law enforcement or a related field, equivalent to eight years of relevant service.

Preferred qualifications include previous experience as a probation officer, including training in probation methods and philosophies, working with adult offenders slated for or granted probation. Ideal candidates will also possess the ability to type at least 50 wpm.

**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.*

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Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date