

AKRON MUNICIPAL COURT
PROBATION AIDE



DEFINITION

This position includes administrative, technical and statistical job duties in the probation department of the Akron Municipal Court. An employee in this class assists department staff with staffing probation related duties such as community service, victim restitution and correctional casework. Works under the supervision of the Chief Probation Officer with the opportunity to use independent judgment.

CHARACTERISTIC WORK

This person will also be responsible for entering data into the Ohio Supreme Court Specialized Docket Database. Conducts preliminary interviews and evaluation of offender ordered by the court to make restitution or perform community service. Evaluates relevant background data such as work history and job skills, availability of transportation, and current income. Communicates with victims to request estimates or receipts of expenses incurred. Processes standardized forms and letters such as restitution agreements, payment records, warning letters and show cause orders. Receives payment by mail or in person, maintains correct accounting and distributes payment to victim. Gathers, compiles and analyzes data to prepare a variety of reports. Assists any and all probation department personnel as needed. Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the criminal justice system, court operations and court statistical reporting requirements. Ability to interview offenders objectively. Proficient in Microsoft Office products, data entry, data analysis and computers. Ability to work independently to meet collection goals. Ability to gather / maintain statistical data as well as accurate records and to present information in court as needed. Ability to communicate well with a variety of people including judges, magistrates, attorneys, court personnel and the general public.

EDUCATION AND EXPERIENCE

Three years of progressively responsible work in the court or criminal justice field. Candidates with an associate or baccalaureate degree preferred.

The salary range is \$33,904.00 to \$44,220.80. Please submit resumes no later than 4:00 pm on October 17, 2019 by email MJackson2@akronohio.gov , fax (330) 375-2303 or mail to:

Montrella S. Jackson, Esq.
Court Administrator
Akron Municipal Court
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AN EQUAL OPPORTUNITY EMPLOYER