

**AKRON MUNICIPAL COURT**  
**TRAFFIC COURT SAFETY OFFICER/  
OVI COURT PROBATION AIDE**



**DEFINITION**

This is a full-time position with the Akron Municipal Court. This position assists citizens directly or through their legal counsel to qualify for or reinstate their driving licenses and/or obtain driving privileges. This position is also responsible for data management and providing case management services for the OVI Court program.

**CHARACTERISTIC WORK**

Meets with, receives telephone calls and/or receives correspondence from persons who request assistance with licenses reinstatement or driving privileges. Reviews BMV reports for accuracy and informs Magistrate of any discrepancies that can be remedied by court order. Serves as liaison and maintains contact with BMV personnel. Assists Bailiff and Clerk in their duties as needed. Advises Magistrate on procedures and provides information to assist in decision-making. Develops and maintains relationships with law-enforcement personnel.

Works directly with the OVI Court Judge and probation staff in the daily operation of the OVI Court program including but not limited to:

1. Conducts preliminary interviews and completes orientation packet for individuals entering the OVI Court program;
2. Takes comprehensive notes during specialty court sessions and enters information into probation department case management system;
3. Participates in specialty court team meetings and works directly with probation staff to create the specialty court agenda;
4. Works with probation staff and case managers in development of Individualized Case Plans;
5. Monitors compliance with chemical dependency assessments, treatment and drug screens and review results with program manager;
6. Enters all specialty court case information (drug/alcohol screens, program screens, demographic information, etc.) into probation department case management system.
7. Produces OVI Court statistical reports as directed by the OVI Court Judge or Chief Probation Officer;
8. Schedules/Coordinates Advisory Board Meetings, retreats, continuing education and training opportunities.
9. Works closely with case managers to ensure accuracy of client information presented to the OVI Court Judge;

Performs related work as required. Other tasks as assigned by the OVI Court Judge, supervisor, and/or Court Administrator.

## **KNOWLEDGE, ABILITIES AND SKILLS**

A successful candidate requires the following knowledge, abilities and skills:

Exemplary communication skills to enhance the Court's relationship with all levels of personnel; Confidentiality; Good oral/written skills; Practical knowledge of office and court procedures; Knowledge of criminal justice system and court operations; Ability to work with in a team structure; Ability to effectively communicate with a variety of people including judges, magistrates, attorneys, court personnel, treatment providers and the general public;

The following are preferred knowledge, abilities and skills:

Knowledge of Specialized Dockets philosophy and principles; General knowledge of chemical dependency programs and treatment interventions; Knowledge and ability to conduct Ohio Risk Assessment Screening Tool (ORAS); Ability to maintain accurate records and present information to the OVI Court program as needed.

## **EXPERIENCE AND EDUCATION**

Candidates with associates or bachelor's degree preferred; Will consider candidates with high school diploma and/or G.E.D with at least three years of experience working in the court or criminal justice field. Law-enforcement background preferred. In accordance with O.R.C. 327.83 (D), this person must have received training for or education in alcohol and other drug addiction, abuse, and recovery and have demonstrated, prior to or within ninety days of hire, competencies in fundamental alcohol and other drug addiction, abuse, and recovery.

Salary Range is \$34,840.00 - \$45,427.20. Please submit resumes no later than March 13, 2020 by email at [MJackson2@akronohio.gov](mailto:MJackson2@akronohio.gov) , fax (330) 375-2303 or mail to:

Montrella S. Jackson, Esq.  
Court Administrator  
Akron Municipal Court  
217 South High Street Suite 713  
Akron Ohio 44308

**AN EQUAL OPPORTUNITY EMPLOYER**