

AKRON MUNICIPAL COURT - ADULT PROBATION OFFICER



Definition

This position involves a diverse range of professional work in correctional casework with adult misdemeanor offenders for Akron Municipal Courts. The employee in this role will prepare presentence investigations, supervise probationary offenders, and make recommendations for sentencing. Responsibilities also include supervising probationers by monitoring activities, providing counseling, making court appearances as required, and performing related administrative and clerical duties. There may also be cross-training opportunities to assist with other departmental duties, adding further variety to the role. It's important to note that this role is closely connected to the court system, requiring a thorough understanding and adherence to legal procedures.

Essential Duties and Responsibilities

- Enforce court-ordered supervision components and implement supervision strategies. Maintain contact with probationers; monitor probationers' activities within the community (e.g., in-office reporting, field contacts, family interviews, home visits); ensure probationers are aware of probation rules and court orders; verify information received from probationers (e.g., address, place of employment, treatment progress); monitor probationers' compliance with directives and financial obligations; intake new probationers (e.g., interview probationers, examine files); make referrals to appropriate social service agencies; investigate complaints against probationers; complete case plans and ORAS assessments. Arrange and prepare the necessary paperwork for defendants' participation in referral agency programs.
- Arranges for installation and supervision of ignition interlock systems.
- Conduct presentence investigations and prepare reports for sentencing. This includes gathering and reviewing information about the defendant's background, such as education, employment history, substance abuse, and mental health. Also analyze the data and make recommendations for sentencing within established guidelines. Additionally, conduct field investigations when necessary to gather further information.
- Prepares and serves probation violations, citations, and warrants; prepares capias requests; testifies at probation violation hearings; schedules court appearances; investigates and prepares reports for sealing of records; prepares inter-office memorandums for judges and attend "call day" by reviewing cases, recording status and disposition of cases, and providing requested information. It is crucial to maintain detailed written records of case activity, emphasizing the need for precision and thoroughness in this role.
- Responsible for updating the state's database for offenders in state-funded programs and performing five-month reviews on all cases.
- Performs related administrative and clerical duties such as preparing and maintaining correspondence, responding to telephone and written inquiries, calculating monthly statistics, updating and maintaining files, establishing and monitoring restitution accounts, completing ninety (90) day and annual classifications and reviews, preparing closing summaries, attending departmental meetings and training seminars as required, and completing 20 hours of mandatory training annually. Performs related work as required.

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Knowledge, Skills, and Abilities

- Requires ability to communicate effectively and professionally, both verbally and in writing (detail oriented with excellent verbal, written, and interpersonal skills).
- Ability to prioritize work, work independently, manage time efficiently, and work under time constraints.
- Ability to maintain sensitive and confidential information (This position has access to information that is limited to use for official court purposes only. Employees are expected to keep such information strictly confidential).
- Completion of the Ohio New Probation Officer Training Program and ORAS certification
- This position requires alertness and attention to detail to ensure accuracy.
- Operation of various standard and complex office equipment, typing, and personal computer operation, including but not limited to Windows-based programs/Internet applications (Microsoft Office Applications, proficiency in Excel and Word). Use of SCORS (developed after employment).
- Knowledge of data collection methods and reporting.
- Ability to take direction, collaborate within a team, and ability to work independently. Must be able to exercise considerable independent judgment within the scope of assigned work.
- Skill in organization and attention to detail.
- Extensive knowledge of the criminal justice system, social service agencies, chemical dependency, psychological principles, and interviewing techniques. Ability to express observations, impressions, and opinions effectively in oral and written form.

Minimum Qualifications

Graduation from an accredited college with a bachelor's degree in a social science or criminal justice field and two years' experience in Corrections, Social Work, or a related area. Possession of a valid State of Ohio Driver's license. This is a full-time position, and regular hours of work are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work.

Salary Range \$57,137.60- \$75,566.40. Please submit resumes no later than 4:00 pm, Friday, July 19, 2024, by email to courtadmin@akronohio.gov (**email subject line: Probation Officer**), fax (330) 375-2303, or mail to:

Ikel Kelly, Interim Court Administrator
Akron Municipal Court
172 S. Broadway Street, Suite #300
Akron, Ohio 44308

After submitting their resumes, applicants will receive an email acknowledgment. However, only the candidates selected for an interview will be contacted by phone. **We kindly request candidates refrain from contacting the Judges, the Interim Court Administrator, the Human Resources Manager, or any other Court employee** regarding the status of their application.

AN EQUAL OPPORTUNITY EMPLOYER