



Cleveland Municipal Court General Division-Job Posting

Job Title:	Probation Officer	Salary Grade:	4
Department:	Probation	Salary:	\$35,193.00
Reports To:	Probation Supervisor	Date Created:	April 2008
FLSA Status:	Non-exempt	Date Revised:	June 2013

POSITION SUMMARY

The Probation Officer conducts investigations and prepares reports to assist the Judges in determining the most appropriate sentencing of individuals brought before the court. A Probation Officer is also responsible for enforcing the court imposed sanctions through the development and implementation of a case work plan for individuals placed on community control supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct sentencing investigation interviews and document thorough and accurate information. Verify appropriate victim information. Research defendants' case, legal history and interpret the information obtained.
2. Prepare thorough and accurate pre/post sentencing investigation reports and make appropriate recommendations.
3. Supervise offenders placed on community control supervision by the court ensuring compliance with terms of probation.
4. Provides probationers with guidance and counseling to alleviate problems which led to criminal acts.
5. Manage supervision caseload using the probation case management system.
6. Assist offenders with securing employment and/or training opportunities.
7. Make appropriate referrals to community programs in a timely manner. Enforce court ordered conditions and notify the court as required of non-compliance.
8. Make court appearances and oral presentations.
9. Assist with training of students, interns and new hires.
10. Maintain data and prepare monthly statistical reports.

11. Prepare status reports on offenders as required and make recommendations for probation violations, compliance hearings, terminations, extensions, inactive and other relevant case management action.
12. Conduct field work as required, including jail and workhouse visitation.
13. Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity, and respect.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

1. Knowledge of Chemical Dependency preferred.
2. Knowledge of local community resources.
3. Good computer skills.
4. Good written and verbal communication skills required.
5. Ability to work under stressful conditions.
6. Ability to organize and prioritize duties required.
7. Good time management skills.
8. Ability to exercise good judgment, tact and diplomacy.
9. Good problem solving skills.

EDUCATION and/or EXPERIENCE

Bachelor's Degree, preferably in Psychology, Sociology, Criminal Justice or related field required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires community visits to agencies providing services to offenders and to residences of offenders.

This position may involve controlled exposure to intoxicated, belligerent, or potentially violent offenders in court or a community agency environment.

COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day work testing period.

APPLICATION PROCEDURE:

Thank you for your interest in a career with Cleveland Municipal Court Judicial Division.

- To apply, visit our website: www.cmcoh.org click on job opportunities link.
- You may also apply at: <http://www.governmentjobs.com/careers/cleveland/>.
- Only qualified applicants will be contacted to move forward in the interview process.
- Position is open until filled.

Equal Opportunity Employer – Smoke-free and Drug-free Workplace