

MIAMI COUNTY JUVENILE COURT

JOB ANNOUNCEMENT

JOB TITLE: Juvenile Court Probation Officer
1 full-time position \$16.52 per hour

JOB RESPONSIBILITIES: Supervises juvenile probationers in both office and field settings, makes referrals to treatment providers, provides case management and monitors progress in areas of risk reduction, counseling, employment, educational training, etc.; Attends Court hearings and proceedings, as necessary. Provides investigations and reports to the Court to assist in the dispositions of juvenile offenders. Provides case management and intervention services for juveniles and their families. Makes home, school and community visits and monitors youth in detention, house arrest and placement facilities.

MINIMUM QUALIFICATIONS:

Completion of a Bachelor's Degree with specialization in criminal justice or a social service field degree. Field experience working with troubled youth and families preferred. Knowledge in Must be able to use general office equipment such as copiers, facsimile machines, and possess basic computer skills. The applicant would need to demonstrate the ability to perform all essential job functions, and be able to pass a background check and medical examination and drug screening. All applicants must possess a valid Ohio driver's license with proof of insurance and be at least 21 years old.

METHOD OF APPLICATION AND DEADLINE: Applications may also be accessed through the Miami County website at <http://co.miami.oh.us> . **Signed** applications along with cover letter and current resume should be returned to Tiffany Snider, Probation Assistant, at Miami County Juvenile Court 201 W. Main Street, Troy, Ohio 45373 or e-mailed to tsnider@miamicountyohio.gov . The deadline is 4:00 pm, April 27, 2018 to be considered.

**MIAMI COUNTY JUVENILE COURT IS ACCESSIBLE
TO THE DISABLED**

**MIAMI COUNTY JUVENILE COURT IS AN
EQUAL OPPORTUNITY EMPLOYER**

Miami County Probate/Juvenile Court Position Description

Title: Probation Officer I

Reports to: Chief Probation Officer

Employee Name:

Employment Status: Full Time

Civil Service Status: Unclassified

FSLA Status: Non-Exempt

Job Responsibility:

Provides direct supervision and general case management for juveniles placed on probation supervision by the Court. Supervises, monitors and investigates juvenile offenders. Interviews, assesses, and makes recommendations to the court on dispositions of juveniles; Works with juvenile, families, schools, and community providers to develop and coordinate treatment plans. Enforces compliance with court orders and terms of probation. Provides direct evidence based intervention to youth and works with treatment providers to reduce recidivism. Makes home visits. Conducts after-hours monitoring. Responds to after-hour calls as needed. Collects urine screens and DNA evidence. Prepares progress reports, assessments, disposition investigation reports and other documentation.

Essential Job Functions:

- **Instructs and counsels youth placed on probation and their families**
- **Meets regularly and communicates with youth and their families in their homes and in the office**
- **Enforces compliance with court orders**
- **Assesses needs of youth and their families and refers them to appropriate agencies**
- **Maintains working knowledge of agency resources**
- **Prepares case plans with Juveniles and their families**
- **Provides intervention services using the Carey Guide model and Motivational Interview skills**
- **Conducts investigations and examines court-ordered data**
- **Provides crisis intervention services on a 24-hour basis**
- **Conducts after-hours monitoring**
- **Serves as “Officer of the Day” as scheduled**
- **Monitors progress of youth placed on Probation Supervision**
- **Coordinates services with other agencies on behalf of youth on probation**
- **Prepares and submits records and reports to the court and other agencies**
- **Handles juveniles in custody including search and detention**
- **Takes youth into custody at the direction of the court**
- **Administers drug screens**

- **Collects DNA evidence when required**
- **Makes recommendations to judiciary on juveniles**
- **Files warrants, probation violations and contempt citations**
- **Prepares detention orders and other legal documents**
- **Meets with attorney to conference court cases**
- **Testifies in court, making recommendations for disposition of cases**
- **Maintains up to date social and computer files including case notes of youth on probation**
- **Maintains statistics and reports for the court**
- **Works with agencies and schools**
- **Attends community and state meetings**
- **Conducts support groups as needed**
- **Delivers speeches to agencies and community groups**
- **Meets all job safety requirements and standards that pertain to essential functions**
- **Drives to locations for appointments.**
- **Attends training and maintains required training hours**
- **Follows Department standard operating procedures.**
- **Performs other duties as assigned**

Non-essential Job Functions:

- **Serves on committees and various work groups**
- **Performs related essential and non-essential functions as needed**

Position Qualifications:

Completion of Bachelor's Degree with specialization in criminal justice or social service field. Minimum one year field experience. Position involves complex tasks, varied and non-varied tasks with application of numerous laws, rules, regulations and procedures. Requires a moderate degree of discretionary decision-making. Must exercise judgment, organizational, communication and analytical skills. Must maintain satisfactory criminal and traffic background checks.

Position Requirements:

Must be able to operate identified equipment, and have a valid Ohio driver's license and satisfactory driving record. Must be able to drive to locations for appointments. Must provide proof of insurance. Must maintain satisfactory criminal and traffic background check. Position subject to alcohol and drug screening. Must demonstrate predictable and regular attendance. Must possess critical skills and expertise.

Equipment:

- **Office equipment including computer, copier, facsimile machine, multi line phone, and voice mail.**
- **Cell phone, digital camera**
- **Security Equipment including VCR, handcuffs, T.V. monitors, electronic monitoring device**
- **Drug Testing devise**
- **Automobile**

Critical Skills/Expertise:

- **Ability to be firm and assertive**
- **Ability to manage and direct youth/families**
- **Ability to communicate effectively, both orally and in writing**
- **Ability to deal with irate and upset clients**
- **Ability to function in stressful, fast paced environment**
- **Ability to properly use grammar and correctly spell**
- **Ability to be objective and handle stressful situations**
- **Ability to work with little supervision**
- **Ability to interpret the law**
- **Ability to manage time effectively**
- **Ability to research and gather information**
- **Ability to interview**
- **Ability to maintain records with accuracy**
- **Knowledge of computers, equipment to do job**
- **Knowledge of legal terminology and court room procedures**
- **Knowledge of crisis management procedures**
- **Knowledge of security procedures**
- **Knowledge of arrest procedures**
- **Knowledge of juvenile delinquency theory**
- **Knowledge of unruly behaviors in Juveniles**
- **Knowledge of offender risk and need**
- **Knowledge of drug testing procedures**
- **Knowledge of custody and support laws**
- **Knowledge of mental health and chemical dependency issues**
- **Knowledge of sociological and psychological theories and application**
- **Knowledge of family dynamics and adolescent development**
- **Knowledge of treatment options and community resources**
- **Knowledge of Probation Officers and Social Work Code of Ethics**
- **Knowledge of juvenile justice system and Ohio Revised Code and Administrative Rules**
- **Knowledge of Probate/Juvenile Court personnel manual**
- **Knowledge of Juvenile Court and probation department policies and procedures**
- **Values and appreciate youth, their families and the public**

Position Responsibility:

Works from divisional or functional policies, using wide range of procedures and plans. Supervisor provides technical instruction regarding new legislation, policy changes, and statutes. Supervisor reviews work periodically and upon termination of services. Responsible for complex decision making which has impact on other work units and outside agencies. Reports are submitted to a higher authority for review. Works with confidential client records. Errors in work are not readily detectable and could result in serious injury and possible death or juvenile committing additional offenses.

Relationships with others:

Contact with co-workers, employees in the department, public and private sector employees, court and law-enforcement personnel, legal representatives, schools, agencies and the general public. The purpose of these contacts is to monitor youth and coordinate services and answers questions for clients, the public and/or co-workers.

Physical Effort and Work Environment:

- **Physical Requirements:** Sedentary work may require lifting up to fifteen (15) pounds. Occasionally must subdue youth and adults.
- **Physical Activity:** Activities include climbing, stooping, kneeling, lifting and grasping, talking, hearing and repetitive motion.
- **Visual Activity:** Performs reading and writing related activities at or within arms length.
- **Hazardous or demanding work conditions:** Exposed to general office chemicals and air contaminants; works in or around crowds, has contact with potentially violent or emotionally distraught persons, has exposure to threatening situations, works in proximity to the use of firearms. Also works in client homes where exposure to contaminants and dangers is unknown. Could have exposure to second hand smoke and potentially vicious animals. Has exposure to hazardous driving conditions. Handles urine and has exposure to body fluids.
- **Job location:** general office duty and home visits with some adverse exposure to environmental conditions

This position description in no manner states or implies that these are the only duties and responsibilities performed by the employee. The employee signature below signifies that the position has been reviewed and the content understood.

Employee Signature

Date

Appointing Authority

Date

Adopted 7/01; Revised: 12/08; 4/18