James F. Stevenson
Judge

Ruth A. Cooper
Chief Adult Probation Officer

Shelby County
Adult Probation Department
Court of Common Pleas
P.O. Box 947
Sidney, Ohio 45365

Phone: (937) 498-7231
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Emily Mueller – Probation Officer
Jake Braun – Probation Officer
Patrick Reed – Probation Officer

Position: Adult Probation Officer

Department: Shelby County Adult Probation

Description: The Shelby County Court of Common Pleas is soliciting resumes for (1) full-time Intensive Supervision Probation Officer position (32.5 hours weekly). This position requires skills in the area of origination, writing, communication, knowledge of the Criminal Justice system and Changing Offender Behavior. Responsibilities include working with social service agencies and law enforcement, attend & testify at court hearings, prepare various reports, conduct home visits, make arrests, administer drug screens, make referrals, conduct ORAS risk/need assessments and develop case plans on offenders. This position requires contact with felony level offenders and exposure to potentially stressful and dangerous situations and conditions.

Minimum Qualifications: Applicants should possess a Bachelor's degree from an accredited college or university in criminal justice, human services or related field with a preference of (1) year experience in a human service field, offender/criminal justice population or related field – OR – a minimum of an Associate's degree in criminal justice, human services or related field with (2) years of experience in a human services field, offender/criminal justice population or related field. Prior experience in probation or law enforcement is preferred. Applicants will also be required to possess proficient computer skills and working knowledge of Microsoft Word. Must possess a valid Ohio driver's license and will be subject to a full background check. Candidates will be required to carry a Taser upon employment.

Starting Salary: $33,000, along with standard county benefits, including health insurance, vacation, sick leave, and OPERS.

Interested applicants can apply via email or mail. Deadline for submission is Friday, August 12, 2016. Please send both a cover letter and resume to:

lmoore@shelbycountycommonpleas.com – or – you may apply via mail to:

Shelby County Common Pleas Court
Attn: Lori Moore, Court Administrator
100 E. Court St.
P.O. Box 947
Sidney, Ohio 45365