

## Shelby County Juvenile Court Position Description

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<b>Job Title:</b> Probation Officer	<b>Reports to:</b> Chief Probation Officer
<b>FSLA Status:</b> Non-Exempt	<b>Civil Service Status:</b> Unclassified
<b>Hours &amp; Work Schedule:</b> 35 hours per week 8:00 a.m. – 4 p.m., Monday – Friday or as set by Supervisor	
<b>Salary Range:</b> \$35,000 - \$40,000 or commensurate with experience	

### **Job Purpose:**

Provides case management for juveniles placed on probation supervision. Supervises, monitors and investigates juvenile offenders.

### **Essential Job Functions:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provide services for pre and post adjudicated youth and their families in an effort to reduce recidivism and to minimize involvement in the juvenile justice system.
- Interview, assess and counsel youth and families in their home, school and probation office. Meet and interview youth to develop a comprehensive social history and to obtain other relevant information for court presentations, and/or for further service planning. Perform in an environment that is fluid, frequently making last minute schedule changes to accommodate clients and professionals.
- Provide ongoing case management services to clients placed on probation including counseling, mediation, crisis intervention, monitoring behavior, developing treatment/service plans, re-evaluating treatment/service plans and modifying plans as needed. Use creative thinking when traditional interventions are not successful.
- Make articulate, professional, measured oral presentations of cases in court hearings, possibly on a moment's notice, to Judges and Magistrates and interpret court orders and make necessary referrals to collateral agencies.
- Prepare written reports that include: case summaries, court reports, follow-up notes and other correspondence. Reports must be concise, thorough, accurate, and very well written. Complete statistical reports.
- Confer with Supervisor to evaluate case priorities and participate in case consultations.

- Participate on committees to resolve systems issues and provide probation services for special need populations such as gang members, sex offenders, and substance abusers.
- Enter information regarding youth on probation into the electronic case management system.
- Handle juveniles in custody including search and detention
- Perform other duties as assigned

**Knowledge, Skills & Abilities Required to Perform Essential Job Functions:**

- Ability to communicate effectively both verbally and in writing, to establish positive public relations, and to interact effectively with supervisors, co-workers, judges, attorneys, court staff, and the public.
- Requires strong writing skills and the ability to write complete and concise correspondence using proper grammar, punctuation, and spelling.
- Requires the ability to problem solve and/or troubleshoot, think analytically, multitask effectively, and work independently. Requires judgment, decisiveness, and creativity in evaluating information.
- Requires the ability to manage conflict and to effectively handle difficult people and conversations.
- Requires the ability to produce a high volume of work within a deadline. Ability to meet multiple deadlines and deal with shifting priorities.
- Requires proven ability to take initiative, distinguish higher from lower priorities, and independently plan and implement new procedures when appropriate.
- Requires advanced customer service skills, including the ability to deal with irate customers.
- The ability to work as an individual and as part of a team.
- Must be efficient and organized with a high level of attention to detail.
- Ability to manage and direct youth/families
- Ability to interpret the law
- Ability to research and gather information
- Ability to conduct interviews
- Ability to perform physical demands and exhibit mental aptitude needed to perform work duties including recognition of unusual or threatening conditions, maintain self-control and take appropriate action
- Ability to determine appropriate situations for use of force
- Ability to physically handle resistive/assaultive individuals
- Ability to perform arrests
- Ability to exert light physical effort in sedentary to light work; tasks may involve extended periods of time at a keyboard or workstation. This position may involve infrequent lifting, carrying, running, pushing and/or pulling of objects and materials of moderate weight (15 pounds)
- Knowledge of legal terminology and court room procedures
- Knowledge of crisis management procedures
- Knowledge of court security procedures

- Knowledge of arrest procedures
- Knowledge of offender risk and need
- Knowledge of special populations including sex offenders
- Knowledge of out of home placement theories and procedures
- 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 juvenile justice system, Ohio Revised Code, Administrative Rules, Civil Rules, Local Rules and Rules of Superintendence

**Minimum Qualifications:**

- Bachelor’s degree in criminal justice, social work, psychology or related field
- Must hold and maintain a valid Driver’s License

**Preferred Qualifications:**

- One (1) year experience involving probation, parole, or the community supervision of offenders, counseling, or maintaining a caseload in a case management setting.

**Applicants:** Visit <http://co.shelby.oh.us/careers/> to obtain an application.

Letter of interest, Shelby County Application and resume must be submitted by Friday, October 8, 2021, to [juvenileprobate@shelbycoprobate.org](mailto:juvenileprobate@shelbycoprobate.org) or by mail to Court Administrator, Shelby County Juvenile Court, P.O. Box 4187, Sidney, Ohio 45365

The person selected will undergo a criminal background check and pre-employment drug and alcohol testing.

THE SHELBY COUNTY JUVENILE COURT IS AN EQUAL OPPORTUNITY EMPLOYER.

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Instructions: Please complete this form completely and accurately. Please use a pen and print clearly.

**SECTION I – PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last First MI Social Security #

\_\_\_\_\_  
Street Address City State County Zip Code

\_\_\_\_\_  
Home Telephone # Work Telephone #

Are you at least 18 years of age?  Yes  No

Are you prevented from lawfully becoming employed by this County because of VISA or immigration status?  Yes  No

Proof of citizenship or immigration status will be required upon employment.

Best time to contact you by phone at: Home \_\_\_\_\_ Work \_\_\_\_\_

**SECTION II – WORK PREFERENCES**

\_\_\_\_\_  
Position(s) applied for Date of Application

Are you applying for:  Full-time work  Part-time work  No preference

Are you interested in:

Permanent work  Intermittent work  Temporary work  
 Seasonal work  No preference

Are you currently on "lay-off" status and subject to recall?  Yes  No

Minimum salary expectation: \_\_\_\_\_ Date available to start: \_\_\_\_\_

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**SECTION III – EMPLOYMENT HISTORY**  
(In chronological order beginning with the most recent):

<p>1.</p> <p>_____ Employer's Name</p> <p>_____ Street Address/City/State/Zip</p> <p>_____ Supervisor's Name</p>	<p>Dates Employed:</p> <p>From: _____ Month/Year</p> <p>To: _____ Month/Year</p>	<p><b><u>Your Job Title:</u></b></p> <p>Beginning: _____</p> <p>End: _____</p> <p><b><u>Your Salary:</u></b></p> <p>Beginning: _____</p> <p>End: _____</p>
<p>Describe your duties, responsibilities, equipment operated, etc., for position(s) held:</p> <p>_____</p> <p>_____</p>		
<p>Describe your reason(s) for leaving:</p> <p>_____</p>		
<p>2.</p> <p>_____ Employer's Name</p> <p>_____ Street Address/City/State/Zip</p> <p>_____ Supervisor's Name</p>	<p>Dates Employed:</p> <p>From: _____ Month/Year</p> <p>To: _____ Month/Year</p>	<p><b><u>Your Job Title:</u></b></p> <p>Beginning: _____</p> <p>End: _____</p> <p><b><u>Your Salary:</u></b></p> <p>Beginning: _____</p> <p>End: _____</p>
<p>Describe your duties, responsibilities, equipment operated, etc., for position(s) held:</p> <p>_____</p> <p>_____</p>		
<p>Describe your reason(s) for leaving:</p> <p>_____</p>		

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<p>3.</p> <p>_____</p> <p>Employer's Name</p> <p>_____</p> <p>Street Address/City/State/Zip</p> <p>_____</p> <p>Supervisor's Name</p>	<p>Dates Employed:</p> <p>From: _____</p> <p style="padding-left: 40px;">Month/Year</p> <p>To: _____</p> <p style="padding-left: 40px;">Month/Year</p>	<p><b><u>Your Job Title:</u></b></p> <p>Beginning: _____</p> <p>End: _____</p> <p><b><u>Your Salary:</u></b></p> <p>Beginning: _____</p> <p>End: _____</p>
<p>Describe your duties, responsibilities, equipment operated, etc., for position(s) held:</p> <p>_____</p> <p>_____</p>		
<p>Describe your reason(s) for leaving:</p>		
<p>4.</p> <p>_____</p> <p>Employer's Name</p> <p>_____</p> <p>Street Address/City/State/Zip</p> <p>_____</p> <p>Supervisor's Name</p>	<p>Dates Employed:</p> <p>From: _____</p> <p style="padding-left: 40px;">Month/Year</p> <p>To: _____</p> <p style="padding-left: 40px;">Month/Year</p>	<p><b><u>Your Job Title:</u></b></p> <p>Beginning: _____</p> <p>End: _____</p> <p><b><u>Your Salary:</u></b></p> <p>Beginning: _____</p> <p>End: _____</p>
<p>Describe your duties, responsibilities, equipment operated, etc., for position(s) held:</p> <p>_____</p> <p>_____</p>		
<p>Describe your reason(s) for leaving:</p>		

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**SECTION IV – EDUCATION AND TRAINING**

	Formal Education	College	Technical School
School Name and Location			
Years Completed	1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 Above	1 2 3 4 Above
Diploma/Degree/Major			
Other School(s) attended:			
Please describe the courses you took, technical training you received, or skills you have attained which you feel would help you perform the job for which you are applying (e.g., special machines or equipment you operate, hobbies or volunteer work projects which have taught you qualifying skills, etc.):			
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**SECTION V – MISCELLANEOUS**

(The following information will be used only if it is directly related to the classification/position for which you are applying)

Have you ever been employed in the state or county service of the state of Ohio?

Yes     No

If you answered “Yes” to the last question, please explain:

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Have you ever filed an application here before?  Yes  No

Have you ever been employed here before?  Yes  No

1. Do you have any commitments (i.e., second job, school, etc.) which might interfere with or adversely affect your employment should we select you for a position? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

2. Do you possess a valid driver's license? \_\_\_ Yes \_\_\_ No  
If no, can you obtain one prior to employment? \_\_\_ Yes \_\_\_ No

3. Are you a resident of Ohio? \_\_\_ Yes \_\_\_ No

**SECTION VI – REFERENCES**

[Please give the name, address, and phone number of three (3) references not related to you who would know of your skills for this position]:

_____	_____	_____
Name	Address	Phone
_____	_____	_____
Name	Address	Phone
_____	_____	_____
Name	Address	Phone



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PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH PARAGRAPH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE QUESTIONS REGARDING THESE PARAGRAPHS, CONTACT THE EMPLOYER BEFORE INITIALING THE PARAGRAPH.  
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\*\*PLEASE READ CAREFULLY\*\*

1. I understand and accept that if I am selected for employment, my employment may be conditioned upon my passing any medical examination that the employer deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol, or substance abuse testing.

INITIALS \_\_\_\_\_

2. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening shifts or night shifts, including weekends and be on call and work mandatory overtime hours.

INITIALS \_\_\_\_\_

3. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

INITIALS \_\_\_\_\_

4. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that I may need to be fingerprinted. Therefore, I understand and accept that it is necessary for the employer to investigate my background for any criminal or unlawful activity.

INITIALS \_\_\_\_\_

5. I understand and accept that the Employer utilizes direct deposit as a method of issuing paychecks. I further acknowledge that, as a condition of employment, I will be required to participate in the direct deposit program, if employed.

INITIALS \_\_\_\_\_

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6. I hereby authorize the employers, schools, and personal references named in this application, to provide information regarding me to the employer. I further authorize the release of personnel, academic, and other records to the employer.

INITIALS \_\_\_\_\_

7. I AGREE THAT ANY CLAIM OR LAWSUIT RELATING TO MY SERVICE WITH SHELBY COUNTY MUST BE FILED NO MORE THAN SIX (6) MONTHS AFTER THE DATE OF THE EMPLOYMENT ACTION THAT IS THE SUBJECT TO THE CLAIM OR LAWSUIT. I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.

INITIALS \_\_\_\_\_

I hereby declare that the information provided by me in this application for employment is true, correct, and complete to the best of my knowledge. I understand that, if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize you to obtain information through contacts with my former employers and references listed above.

I understand this application will remain in the active application file and be considered only for a period of 180 days, after which I must submit a new application if I wish to continue to be considered for employment by Shelby County.

I SOLEMNLY SWEAR THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED MAY LEAD TO WITHDRAWAL OF AN EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE EMPLOYER WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE, OR ALCOHOL ABUSE.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date