

Shelby County Juvenile Court Position Description

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

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

Preferred Qualifications:

- Bachelor’s degree in criminal justice, social work, psychology, or related field
- 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, September 30, 2022, to 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.