



Clinton County Municipal Court

**Probation Department
69 N South Street Wilmington, OH 45177
(937) 383-3953**

**RECRUITMENT ANNOUNCEMENT
PROBATION OFFICER**

**EMPLOYMENT STATUS
REPORTS TO
WORK SCHEDULE
PAY RANGE**

**FULL TIME
CHIEF PROBATION OFFICER
40 HOUR WORK WEEK
35,000.00 ANNUALY PLUS BENEFITS**

The Clinton County Municipal Court is recruiting for a full-time Probation Officer position.

MINIMUM QUALIFICATIONS

Applicants must have the minimum qualifications of a High School diploma or its equivalent and must have knowledge of proper English, grammar, spelling, punctuation, and composition. It is preferred that the applicant have a Bachelor's Degree and/or work experience or an equivalent of experience and education preferred.

The Probation Officer must have a valid Ohio driver's license and state-minimum car insurance. The Probation Officer must be a safe and conscientious driver.

Candidates must be or be willing to become qualified to carry a handgun and maintain yearly qualifications.

Must have basic knowledge of computer skills, internet software, word processing and is willing to learn the Courts computer system.

Certification in the Ohio Risk Assessment System (ORAS) or willing to obtain such certification.

Candidates must be able to pass a back-ground investigation.

PERSONEL REQUIREMENTS

To perform this job successfully, an individual must be able to satisfactorily perform certain duties or display certain characteristics:

- Should display a Positive Attitude
- Ability to be a Team Player
- Strong work ethics, including attendance and punctuality
- Efficiency
- Ability to maintain confidentiality regarding court business

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inform offenders as to the terms of their probation including the following
 - Office visits
 - Probation fees
 - Education, peer, and employment restrictions
 - Treatment programs as ordered by the Court
 - Probation rules
- Maintain Offender files and communicate with the Judge, Chief Probation Officer, treatment providers and probation staff as to the Probationers Case Plan as requested.
- Report violations to the court
- Attend court hearings and testify as needed
- Transport Offenders to jail
- Conduct urine and alcohol testing to ensure compliance
- Attend staff meeting
- Perform other functions as required by the Chief Probation Officer and or Judge.
- Follow the Policies and Procedures of the Clinton County Municipal Court.
- Attend all training as directed by the Chief Probation Officer

SUMMARY

The items mentioned is not an all-inclusive list of the job requirements of the position of Probation Officer. Additional basic requirements would be necessary as well. The Probation Officer will be responsible for monitoring those placed on probation and will require office visits, phone calls and home visits at times. The Probation Officer may be required to perform duties as a Deputy Bailiff on rare occasions.

HOW TO APPLY FOR THE POSISTION

Please send a cover letter and resume by email, fax, or regular mail:

E-Mail address - Bkratzer@clintonmunicipalcourt.org
 Fax (937) 383-0130
 Mail Clinton County Municipal Court
 ATTN: Chief Probation Officer Kratzer
 69 North South Street

Wilmington, OH 45177