

## DAYTON MUNICIPAL COURT

301 W. Third St.  
Dayton, OH 45402  
937-333-4338

*An Equal Opportunity Employer*

### EMPLOYMENT OPPORTUNITY

<b>JOB TITLE:</b>	<b>PROBATION OFFICER I</b>
<b>DEPARTMENT:</b>	Supervision, Probation Division
<b>REPORT TO:</b>	The Chief of Supervision and Deputy Chief of Supervision
<b>SALARY RANGE:</b>	\$39,520.00
<b>HOURS:</b>	Full time, 8:00 a.m. — 4:30 p.m.
<b>POSTED:</b>	July 15, 2021
<b>DEADLINE:</b>	August 6, 2021

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#### JOB PURPOSE AND OVERVIEW

The Probation Officer I will be assigned a general supervision caseload. The Probation Officer will supervise and monitor probationers/clients from initial referral until their probation period ends or until their cases are closed. Supervision and monitoring will require specific duties, skills, and expertise on the part of the Probation Officer, as well as the implementation of evidence-based practices.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

- 1) Complete Ohio Risk Assessment System required by the State of Ohio.
- 2) Establish and maintain contact standards with probationers and provide ongoing supervision, support, and case management services.
- 3) With prior approval by management, conduct home and agency visits.
- 4) Provide crisis intervention when needed.
- 5) Administer alcohol/drug tests to probationers by collecting random urine screens and utilizing the Eye Scan machine, manual Breathalyzer, and mouth swabs per the Department's drug screen policy. Refer probationers to specialized programs within the Department of Supervision and community, as needed.
- 6) Activate and monitor compliance with Secure Continuous Remote Alcohol Monitoring (SCRAM), as directed.
- 7) Schedule or refer probationers for medical testing (including HIV testing) or psychological assessments.
- 8) Make referrals for substance use assessment, counseling, mental health assessment, housing, employment, or other rehabilitative services.
- 9) Advise the Judges when the status of probationers change, and they need assessments, treatment, rehabilitative programs, or different conditions of probation.
- 10) Take corrective action when probationers fail to comply with probation requirements. Corrective action includes evaluation of cases, preparing and filing Notices of Community Control Violations and Requests for Hearings, and sending Notices to probationers.
- 11) Appear and testify at Court hearings, including Community Control, Status, and Disposition Hearings.
- 12) Prepare Pre-Sentence Investigation (PSI) reports, post-sentence reports, and any other reports required by the Court.
- 13) Organize and maintain confidential information.
- 14) Provide information to treatment providers, as needed.
- 15) Collect and record probation and program fees.

16) Attend mandatory court trainings and any trainings recommended by the Chief of Supervision.

#### **OTHER DUTIES**

- 1) Attend seminars/workshops for professional development.
- 2) Obtain required continuing education credits and training to remain current with Ohio Probation Officer Standards.
- 3) Perform any other duties assigned by the Chief of Supervision or Deputy Chief of Supervision.

#### **QUALIFICATIONS AND REQUIREMENTS**

Bachelor's Degree from an accredited university in Criminal Justice or other relevant field, plus:

- 1) Current valid driver's license and good driving record.
- 2) Knowledge of supervision practices and evidence-based practices.
- 3) Knowledge of drug and alcohol testing procedures, drug trends, and forms of use.
- 4) Interviewing skills for pre-sentence investigations.
- 5) Verbal and physical crisis intervention skills.
- 6) Knowledge of criminogenic risk and stages of change awareness.
- 7) Independent judgment and experience working with the public.
- 8) Ability to handle and defuse volatile situations.
- 9) Ability to take instruction from supervisors in oral, written, and diagram form.
- 10) Ability to maintain Ohio Risk Assessment System certification, if needed.
- 11) Ability to learn WEJIS, JusticeWeb, and criminal justice government websites.
- 12) Ability to learn State and City laws, and probation procedures.
- 13) Ability to work as part of the Court team.
- 14) Ability to learn Court security requirements and procedures, including unarmed self-defense training, Active Shooter training, and Court-issued defensive weapon training.
- 15) Computer and electronic equipment knowledge, plus word-processing skills.
- 16) Verbal and written communication skills, including legible handwriting and accurate spelling and grammar.
- 17) Time management and organizational skills.
- 18) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 19) Professional conduct and attire.

**CANDIDATES AND EMPLOYEES ARE SUBJECT TO BACKGROUND CHECKS AND DRUG TESTING.**

**AT-WILL EMPLOYMENT:**

**EMPLOYEES OF THE COURT ARE AT-WILL EMPLOYEES AND SERVE AT THE PLEASURE OF THE COURT.**

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#### **APPLICATION PROCESS**

Please submit a resume with a cover letter and two professional letters of reference on or before **August 6, 2021 by 4:00 p.m.** to:

**Ann Marie Murray  
Court Administrator  
Dayton Municipal Court  
301 W. Third St., Room 365  
Dayton, OH 45402**