

**Probation Officer
Napoleon Municipal Court**

The Napoleon Municipal Court is accepting applications for the position of Probation Officer. This position is responsible to supervise the rehabilitation of all persons placed on reporting probation by the Municipal Judge. Candidates must have a bachelor's degree in Criminal Justice or related field or at least five years of related work experience. Candidate must possess and maintain a valid State of Ohio Driver's license and be certified to carry a firearm and maintain recertification yearly. This a full-time position with a pay rate of \$20.22 to \$22.34 per hour. Successful applicant may be required to submit to drug screen and background check. Applications may be obtained from the City of Napoleon's Administration Building, 255 W. Riverview Ave., Napoleon, Ohio, 43545 or at **www.napoleonohio.com**. A completed application must be returned by 4:00 p.m. on October 8, 2021 to be considered. The City of Napoleon is an **Equal Opportunity Employer**.

PROBATION OFFICER

DEPARTMENT:	Municipal Court
REPORTS TO:	Judge
FLSA STATUS:	Hourly (Non-Exempt)
CIVIL SERVICE:	Un-Classified (Non-Competitive)
UNION:	Non-Bargaining
APPROVED BY:	Judge Amy C. Rosebrook
LAST UPDATED:	September 21, 2018

SUMMARY

To perform any court related duties as directed by the Judge.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

- Supervise the rehabilitation of all persons placed on REPORTING probation by the Judge.
- Initially, execute a Conditions of Probation from incorporating all of the court ordered conditions imposed by the Judge. Additional appropriate conditions will be added, such as curfew, reporting frequency and times, etc.
- During the course of the probation period, monitor the progress through monthly memos from the counseling agencies and by direct contact with the counselor when necessary.
- Record all contacts with the probationer, counseling agencies and others, whether regularly scheduled appointments in the office, personal visits to the home or phone calls to or from.
- Keep pertinent copies in the probationer's physical file of progress memos, AA attendance, etc.
- Monitor incoming progress memos to determine which the Judge needs to see, such as non-compliant persons, potential closure on compliant persons, etc., and which the Judge does not need to see, such as those with positive comments but not yet completed.
- Make copies of progress memos of persons who are on reporting probation and place in the physical file for reference at their next appointment.
- Facilitate the installation of the Ignition Interlock System in cases where the court has granted occupational driving privileges contingent upon that condition.
- Facilitate the implementation of court ordered rehabilitation programs.
- Facilitate the implementation of court ordered in-patient treatment programs.
- Facilitate the implementation of court ordered electronic home monitoring and take appropriate actions on any reported violations.
- Facilitate arrangement for diagnostic psychological/psychiatric assessments as ordered by the Judge to determine capability to stand trial.
- Prepare court ordered pre/post sentence investigations when ordered by the Judge.
- Monitor and ensure compliance with grant requirements.

EDUCATION and/or EXPERIENCE

- B.A. in Criminal Justice or related field or five (5) years or more of employment experience in the criminal justice system.
- Firearms qualification within six (6) months of employment.

CERTIFICATES AND LICENSING

- Must possess a valid State of Ohio driver's license.
- Must be certified to carry a firearm and the ability to be bonded.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to physically control disorderly persons

WORK ENVIRONMENT

Generally work is performed inside the court; however duties will require travel from time to time.

Acknowledgement

I acknowledge that I have received, reviewed and fully understand the above job description. Further, I acknowledge and agree that this job description is provided for informational purposes and is not an implicit or explicit agreement of employment or continuing employment.

Employee Name (Please Print)

Employee Signature

Date

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.