

**Probation Officer/Bailiff
Napoleon Municipal Court**

The Napoleon Municipal Court is currently accepting applications for the position of Probation Officer/Deputy Bailiff. This position is responsible to supervise the rehabilitation of all persons placed on reporting probation and assist in maintaining order and security in the Court. Candidates must have an associate degree in Criminal Justice or at least three years of related experience. Applicant must possess and maintain a valid State of Ohio Driver's license and be certified to carry a firearm within twelve months and maintain recertification yearly. This a full-time position with a pay rate of \$15.50 - \$18.50 per hour based on experience. Successful applicant may be required to submit to a drug screen and background check. Applications may be obtained from the City of Napoleon's Administration Building, 255 W. Riverview Ave., Napoleon, Ohio or at **www.napoleonohio.com**. A completed application must be returned by 4:00 p.m. on June 20, 2022, to be considered.

The City of Napoleon is an **Equal Opportunity Employer**.

DEPUTY BAILIFF/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 Elizabeth Schuller
LAST UPDATED: May 23, 2022

SUMMARY

Works under the direction of the Court Bailiff and the Probation Officer to perform the duties for the Napoleon Municipal Court. This position will work part-time as a Deputy Bailiff and part-time as a Probation Officer to be considered a full-time employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned not specifically listed here:

Deputy Bailiff:

- Assists in maintaining order, security, and cleanliness in the Court.
- Assists with the security of any prisoners that are being held on the premises under the direction of the Court Bailiff.
- Handles the transport of any Correction Center of Northwest Ohio (CCNO) trustees working at the Municipal Court from the Sheriff's office to the court and their return. Acts as a Transport Officer for CCNO trustees when required.
- Assists in administering oaths to witnesses and jurors when required and receives verdicts in the same manner and form and to the extent as the Clerk or Deputy Clerks of the Court.
- Assists in executing warrants, writs, and other process as directed by any proper and lawful authority.
- Assists in the approval of all undertaking and bonds given in actions of replevin and all redelivery bonds in attachment.
- Assists with the Community Service Program by coordinating other locations where offenders could provide community service and work with the Clerk's office in tracking the hours served.
- Assists in sending referrals to alcohol/drug and domestic violence agencies.
- Serves as the Court Bailiff when required due to the absence of the regular full-time Court Bailiff.
- Performs other duties as directed by the Judge.

Probation Officer:

- Supervise the rehabilitation of all persons placed on REPORTING probation by the Judge.
- Generate individualized case plans via utilization of the Ohio Risk Assessment Systems in conjunction with outside treatment agencies.

- Make referrals/recommendations as necessary and assists offenders and/or families in locating requested and/or mandatory services.
- 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.
- 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.
- Facilitate the implementation of court ordered rehabilitation programs, in-patient treatment programs, and electronic home monitoring.
- Arrange for diagnostic psychological/psychiatric assessments as ordered by the Judge to determine capability to stand trial.
- Research, investigate, and preparation of probation violation reports.
- Prepare court ordered pre/post sentence investigations when ordered by the Judge.
- Conduct periodic screening for drug and alcohol use by offenders.
- Participate in court hearings involving violations and other hearings as required.

QUALIFICATIONS

- Must be 21 years of age or older.
- Must be Ohio Risk Assessment Systems certified or willing to obtain certification within twelve (12) months of employment.
- Have a thorough knowledge of the Court procedures; tact in dealing with litigants and the general public.

EDUCATION and/or EXPERIENCE

- Associate degree or higher in Criminal Justice or related field or three (3) years of experience in the criminal justice system.
- Working knowledge of the criminal justice system.

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.
- Firearms qualification within twelve (12) months of employment and maintain recertification yearly.
- Complete 12 probation courses with the Supreme Court within twelve (12) months of employment.

PHYSICAL DEMANDS

- 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.