



Hamilton County, Ohio

Municipal Court

Job Opportunity

An Equal Opportunity Employer

Posting Number: 49-33
Date Posted: January 16, 2019
Deadline to Apply: January 24, 2019

POSITION: Electronic Monitoring Supervisor

DEPARTMENT: Hamilton County Municipal Court – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time); may be required to occasionally be on call for various shifts.
FLSA STATUS: Salaried/Exempt
SALARY: \$1,834.81 – 2,459.43 Bi-weekly

Listed below are the QUALIFICATIONS for the position:

A bachelor's degree from an accredited institution and five years' experience in the field of probation, corrections, or law enforcement. Must possess the knowledge, skills and abilities as listed in the job description. Previous supervisory experience is preferred. A graduate degree or advanced educational certification is preferred. Must be RCIC (Regional Crime Information Center) certified, taser certified, and firearms certified. If not currently certified, must obtain certification immediately once employed. Must possess a valid driver's license. Must successfully complete a background investigation which includes a polygraph examination and psychological evaluation.
(To obtain a copy of the job description, please send your request to the e-mail address listed below.)

Listed below is a summary of the JOB DUTIES:

Work involves the performance of supervisory duties in the Probation Department's Electronic Monitoring Unit (EMU). This position is responsible for the supervision of EMU staff and monitoring center operations. Trains, supervises, and evaluates EMU staff. Responsible for ensuring that staff in the Electronic Monitoring Unit are properly performing all required job duties, monitoring Program participants, and responding to Program violations. Responsible for the coordination and supervision of EMU fieldwork. Ensures that accurate notes are recorded in CMS (Court Management System) on the status of program participants. Maintains an accurate inventory of all electronic monitoring equipment and notifies the Electronic Monitoring Program Director of any issues. Ensures that the electronic monitoring equipment utilized is in proper working order and facilitates the repair/replacement of non-functioning equipment. Verifies the completion of all necessary paperwork such as reports, letters, entries, warrants, and probation violations. Reviews paperwork submitted to the Court. Attends and testifies in Court as needed. May be required to supervise select program participants. Supervises and facilitates the arrest and transportation of program violators to jail when needed. Handles inquiries from the public, courtrooms, attorneys, victims, and law enforcement. Carries and appropriately uses the following Probation Department issued equipment when in the field: vest, electronic stun device (taser), firearm, ammunition, holster, radio, handcuffs, flashlight, baton, and Department badge. Ensures all EMU staff properly possess, utilize, and maintain Probation Department issued equipment. Attends required training. Performs related duties as required.

HOW TO APPLY FOR THE POSITION:

Please send a cover letter and resume by e-mail, fax or mail.

E-mail: HRCourt@cms.hamilton-co.org
Fax: (513) 946-5809
Mail: Hamilton County Courthouse
ATTN: Krista Ventre
1000 Main Street, Room 410
Cincinnati, OH 45202