



Hamilton County, Ohio
Municipal Court
Job Opportunity
An Equal Opportunity Employer

Posting Number: 49-35
Date Posted: January 16, 2019
Deadline to Apply: Open Until Filled

POSITION: Juris Monitoring Specialist

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: Hourly/Non-Exempt
SALARY: \$22.98 per hour

Listed below are the **QUALIFICATIONS** for the position:

A bachelor's degree from an accredited institution plus three years' experience in the field of probation, corrections, or law enforcement. A graduate degree or advanced educational certification is preferred. Must possess the knowledge, skills and abilities as listed in the job description. Must successfully complete a background investigation which includes a polygraph examination and psychological evaluation. 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.
(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 complex supervision of individuals on Juris Monitoring through the Court's Electronic Monitoring Program. This position is responsible for ensuring that Program participants are in compliance with Program rules and all Court imposed conditions. This position is for an experienced Officer who is expected to perform at a higher level and utilize more advanced techniques and critical thinking skills when performing required duties. Interviews individuals placed on Juris Monitoring by the Courts. Informs program participants of the rules of Juris Monitoring and the Electronic Monitoring Program. Ensures that individuals are properly connected to the electronic monitoring equipment. Responsible for the advanced supervision and monitoring of high risk domestic violence type cases. Maintains appropriate contact with program participants, whether by phone, office visits, or home visits, as necessitated by each individual case. Responds as necessary, and per Departmental policy, to notifications of Program violations. Attempts to locate Program violators. Maintains accurate notes in CMS on the status of program participants and all contacts made with program participants. Completes necessary paperwork such as letters, entries, warrants, and probation violations. Attends and testifies in Court as needed. Arrests program violators and transports them to jail when needed. 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. Assists and trains new employees. Attends required training. Serves as a backup to other Officers. 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