



Hamilton County, Ohio
Court of Common Pleas
Job Opportunity
An Equal Opportunity Employer

Posting Number: 49-48
Date Posted: July 17, 2020
Deadline to Apply: Open Until Filled

POSITION: Community Service Program Work Crew Supervisor

DEPARTMENT: Hamilton County Court of Common Pleas – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours biweekly (full-time); Monday – Friday, 7:00 a.m. – 2:00 p.m.
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$15.65 per hour

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

High school diploma or its equivalent, and also a valid driver's license and a good driving record. Previous experience in the criminal justice field is preferred. Must possess the ability to safely operate a passenger van and also the knowledge and skills to maintain a safe work environment.
Must successfully complete a background investigation which includes a polygraph examination.

Listed below is a summary of the **JOB DUTIES:**

This position is responsible for the supervision of a work crew of adult offenders as they perform Court ordered community service. Work involves transporting a work crew to and from a work site and the supervision of the work crew as they perform the assigned work. Assists with the check-in process and assembling work crews. Maintains accurate attendance and work performance records of crew members. Oversees the work performed by crew members and ensures that safety precautions are followed. Transports the work crew to the location of the assigned work site. If the location of the work site cannot be reached by walking, the Work Crew Supervisor must drive the work crew members by passenger van to and from the work site. Verifies that assigned work is completed as required. Enforces all community service rules. Maintains statistics for community service agreements. Oversees the maintenance and fuel consumption records of Program vehicles. Assists with training new Work Crew Supervisors. Performs related work 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