



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

Posting Number: 49-53  
Date Posted: March 4, 2021  
Deadline to Apply: March 18, 2021

**POSITION: Assistant Chief Probation Officer**

**DEPARTMENT:** Hamilton County Court of Common Pleas – Probation Department  
**LOCATION:** 800 Broadway, Cincinnati, OH 45202  
**WORK HOURS:** Full-time; 70 hours bi-weekly (*Normal work hours are 8:00 a.m. - 4:00 p.m., Monday – Friday; however, the position may require some work beyond normal hours.*)  
**FLSA STATUS:** Salaried/Exempt  
**SALARY:** \$72,512.41 - \$98,851.41 annually

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

*Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities as listed in the job description. An example of an acceptable qualification for this position is:*

A bachelor's degree from an accredited college or university, plus two years of experience as a probation supervisor or eight years of experience in the field of probation, corrections, or law enforcement. Supervisory experience required. 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 certified or obtain certification 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:**

This responsible position involves aiding and advising the Chief Probation Officer in the administration, supervision, and operation of the Probation Department as it relates to Common Pleas Court. Enforces the rules and regulations of the Court relating to probation and community control. Directs daily activities of a major division of the Probation Department in accordance with approved policy and procedure. Assigns and assists departmental personnel in investigations and the preparation of reports related thereto. Provides administrative and operational reports to, and drafts correspondence for, the Chief Probation Officer. Assists in coordination of departmental activities with other county departments, agencies and outside organizations. Coordinates interdepartmental plans, programs and daily operations as required. Interviews, tests and evaluates prospective employees; recommends new hires to the Chief Probation Officer and Court Administrator. Supervises assigned staff, including scheduling, assigning and reviewing work, and evaluating and making recommendations for corrective measures, merit increases and promotions. Trains assigned staff. Assesses and plans for future needs of the Probation Department. Recommends modifications of departmental administrative policies, procedures and operations to the Chief Probation Officer. Administers Federal, State, and local grants. Represents the Probation Department as instructed in meetings with other county departments, agencies and outside organizations; attends related meetings. Assists in budget preparation process and drafting of contracts. Evaluates and recommends new equipment. Develops, supervises, and operates special Court services programs. Assumes duties and responsibilities in the absence of the Chief Probation Officer. 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](mailto:HRCourt@cms.hamilton-co.org)

**Fax:** (513) 946-5809

**Mail:** Hamilton County Courthouse  
ATTN: Krista Ventre  
1000 Main Street, Room 410  
Cincinnati, OH 45202