



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

Posting Number: 49-55
Date Posted: March 24, 2021
Deadline to Apply: Open Until Filled

POSITION: Probation Officer I

DEPARTMENT: Hamilton County Municipal Court and Court of Common Pleas – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time)
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$21.68 per hour

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

A bachelor's degree from an accredited institution. Must possess the knowledge, skills and abilities as listed in the job description. Work experience in a related field is preferred. Must successfully complete a background investigation which includes a polygraph examination and psychological evaluation. Must be RCIC certified or obtain certification once employed. If required to carry a firearm, must become firearms certified. 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**:

Responsible for the supervision of a caseload of offenders who have been placed on Probation or Community Control by the Court. Informs probationers of the rules and conditions of their probation. Conducts interviews of probationers to assess their risks and needs. Supervises probationers to ensure their compliance with Court orders. Maintains appropriate contact with probationers, whether by phone, office visits, or home visits, as necessitated by each individual case. Makes referrals to appropriate treatment agencies. Maintains accurate notes in CMS on the status of probationers. Maintains a complete and accurate file for each probationer on the caseload. Prepares pre-sentence and post-sentence investigation reports. Completes necessary paperwork such as letters, entries, warrants, and probation violations. Attends and testifies in Court as needed. Arrests probationers and transports them to jail when needed. Attends required training. Performs related duties as required. Certain units within the department require field work and home visits: MDO Unit (Mentally Disabled Offenders) and ISP Unit (Intensive Supervision Probation).

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