



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

Posting Number: 49-64
Date Posted: September 14, 2021
Deadline to Apply: Open Until Filled

POSITION: Probation Investigator

DEPARTMENT: Hamilton County Municipal Court – Probation Department
LOCATION: 800 Broadway, Cincinnati, OH 45202
WORK HOURS: 70 hours bi-weekly (full-time); Monday – Friday, 8:00 a.m. – 4:00 p.m.
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$16.69 per hour

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:

High school graduation and a minimum of two years college from an accredited institution in the social/behavioral science field preferably in corrections, criminal justice or law enforcement, or three years' experience in the criminal justice field. Must successfully complete a background investigation which includes a polygraph examination.

(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 position assists Probation Officers in the management of offender caseloads by providing coverage when the line staff is unavailable and by searching for additional information needed as appropriate. This position may also provide direct supervision to lower accountability administrative caseloads. Serves as liaison between various entities of the criminal justice system. Interviews, screens and monitors probationer's status, and receives information and prepares reports as needed. Assists in overall operation of assigned units. Conducts restitution investigations and relays information to Cashier's Office in timely manner. Monitors payments of fines, costs and fees. Prepares entries for judges' signatures. Prepares citations and warrants for appropriate signature. Prepares termination reports for Administrative Status cases. Communicates with victims when appropriate. Clears telephone messages and sees probationers in unit Probation Officer's absence. Serves as delivery person for probation violation dispositions, entries and warrants. Performs intake screening interviews as needed. Collects statistical information for needed reports. 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