



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

Posting Number: 49-69  
Date Posted: February 10, 2023  
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), Monday – Friday, 8 a.m. – 4 p.m.  
**FLSA STATUS:** Hourly/Non-Exempt  
**SALARY:** \$24.92 per hour

**Highly Competitive Employee [Benefits Package](#) and Generous Paid Time Off**

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](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