



# Hamilton County, Ohio Court of Common Pleas Job Opportunity

An Equal Opportunity Employer

Posting Number: 49-93

Date Posted: December 19, 2025

Deadline to Apply: Open Until Filled

## POSITION: Probation Officer I - Intake

**DEPARTMENT:** Hamilton County 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:** \$28.73 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. The listed job competencies are integral to the position and are considered during the hiring process. Work experience in a related field is preferred. Must successfully complete a background investigation which includes a psychological evaluation. Must be RCIC certified and ORAS (Ohio Risk Assessment System) certified or obtain certification(s) once employed. If required to carry a taser, must obtain and maintain a taser certification. Must possess a valid driver's license.

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

Work involves the assessment of the risk level and needs of offenders pre-sentence and/or once placed on Probation or Community Control by the Court of Common Pleas or Municipal Court. This position interviews the offender and makes an accurate assessment of their risk level to determine reporting requirements and level of appropriate supervision.

#### ***Essential Functions:***

- Promotes and adheres to the Vision, Mission, Core Principles and Values of the Court of Common Pleas Probation Department.
- Responsible for conducting a thorough and accurate assessment of offenders' needs and risk level through the utilization of the ORAS (Ohio Risk Assessment System) tool.
- Conducts any additional trailer tool screenings deemed necessary to determine reporting requirements and level of appropriate supervision.
- Conducts thorough interviews of offenders utilizing interview skills that elicit open dialogue.
- Collects collateral information to aid in information gathering for purposes of conducting a thorough interview and assessment.
- Recommends appropriate supervision level and develops a master case plan based on an analysis of the completed assessment.
- Officers in the Presentence Investigation Unit will also be required to prepare a pre-sentence investigation report for the Judge to review prior to sentencing.
- Conducts follow-up ORAS assessments of offenders when required and to document progress achieved.
- Reviews case information.
- Maintains accurate notes in CMS on the status of probationers.
- Inputs ORAS assessment results into the ODRC Gateway Portal.
- Completes necessary paperwork such as letters, entries, reports, warrants, and probation violations.
- Effectively communicates assessment results and other relevant information to the supervising Probation Officer.

***Additional Essential Functions Required of all Probation Officer Positions***

- Fosters an inclusive and culturally competent work environment.
- Maintains effective lines of communication with all staff and stakeholders.
- Promotes and adheres to departmental policies and procedures.
- Contributes to a strong, supportive and productive team environment.
- Provides positive reinforcement to and builds rapport with offenders.
- Attends and testifies in Court as needed.
- Prepares summaries and court documents regarding the offender for the Court's review.
- Maintains confidentiality of department and/or sensitive information.
- Maintains a professional demeanor during stressful situations.
- Responds courteously to inquiries, which are sometimes controversial or adversarial.
- Maintains proficiency and applicable certification with all job and training requirements.
- Maintains professional and technical knowledge by attending professional training and conferences.
- Adheres to assigned work schedule while exhibiting regular and predictable attendance.
- Develops and sustains productive working relationships with local law enforcement.
- Maintains professional conduct and attire.

***Marginal Functions***

- Performs related duties as required.

***Knowledge, Skills and Abilities***

- Knowledge of probation principles and practices and court practices and procedures.
- Knowledge of evidence-based principles and practices in the field of community corrections.
- Knowledge of sociology, psychology, law enforcement and other social sciences.
- Knowledge of services available to probationers on a referral basis.
- Knowledge of rehabilitation techniques.
- Ability to receive feedback, willingness to learn and embrace continuous improvement.
- Ability to engage productively and sensitively with persons of varying cultures and diversity.
- Knowledge of principles of influence systems, such as motivation, incentive, and leadership, and the exercise of independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Knowledge of application of validated risk and need assessment tools, and how they translate into case plans and supervision strategies.
- Knowledge of casework, cognitive behavioral strategies, social learning theory and practices, core correctional practices and protective factors.
- Knowledge of evidence-based practices in the field of community corrections including effective interventions/supervision strategies.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform statistical analysis.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to perform physical demands and exhibit mental aptitude needed to perform work duties including recognition of unusual or threatening conditions, maintain self-control and take appropriate action.
- Ability to employ defensive tactics, subject control, and de-escalation techniques.
- Ability to multi-task and prioritize tasks.
- Ability to work effectively under pressure.
- Ability to maintain confidentiality of sensitive information.
- Ability to communicate effectively with probationers, probation staff, judges, courtroom staff, victims, and other professionals in the Court system.

- Ability to evaluate, audit, deduce, and/or assess data using established criteria including exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to learn and utilize various computer systems and become RCIC certified.
- Ability to operate, maneuver and/or control equipment, tools, and/or materials used in performing essential functions, including standard office equipment such as computer, copier, calculator, and fax machine.
- If carries a taser, ability to pass a taser instructional course and to successfully be recertified on a yearly basis.

***Job Competencies Integral to Position***

- **Knowledge, Skills, and Abilities:**  
Possesses, acquires, and maintains the technical/professional expertise required to do the job effectively and to create solutions. Technical/professional expertise is demonstrated through problem-solving, applying professional judgment, and competent performance.
- **Decision-making/Problem Solving:**  
Makes sound, well-informed, and objective decisions promptly. Compares data, information, and input from a variety of sources to draw conclusions. Takes action that is consistent with available facts, constraints, and probable consequences. Applies both rational and creative processes to identify unknown root causes of problems. Based on the situation, decides the best course of action, implements the solution and evaluates the outcome. Calculates and evaluates the long-term consequences of a decision.
- **Stress Tolerance:**  
Maintains effective performance under pressure. Handles stress in a manner that is acceptable to others and the organization. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Able to recover from difficult situations and is seen as a settling influence in a crisis.
- **Teamwork:**  
Works effectively in a team environment to accomplish organizational goals. Builds constructive working relationships with interested stakeholders to identify and meet mutual goals and objectives. Participates as an active and contributing member of teams with a focus on improving offender outcomes and department goals. Shares information and credit as appropriate for team accomplishments. Helps create and maintain strong morale and a feeling of belonging within the team. Acts as if “true success” is the success of the whole team.
- **Conflict Management:**  
Uses appropriate interpersonal styles and techniques to reduce tension and/or conflict between two or more people, can size up situations quickly, can identify common interests, and facilitate resolution. Steps up to conflicts and sees them as opportunities. Finds common ground and achieves cooperation without disruption to workflows or interpersonal relationships.
- **Cultural Competence:**  
Values an inclusive organization where the differences of all people are respected, valued, and utilized towards achieving common goals. Respects and relates well to people from varied backgrounds and understands diverse worldviews. Sensitive to group differences. Sees diversity as an opportunity, respectfully challenges bias and intolerance. Supports equal and fair treatment.
- **Communication:**  
Conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the listener, helps them understand and retain the message and, invites response and feedback. Keeps others informed as appropriate. Demonstrates effective written, verbal, and listening skills.

- Collaboration:

Develops and maintains effective working relationships with coworkers and stakeholders using strong interpersonal skills to meet mutual goals and objectives. Obtains cooperation from others. Seeks and encourages win-win alternatives.

- Influence:

Uses appropriate interpersonal skills and techniques to gain support and acceptance for ideas or solutions. Uses influencing strategies to gain mutually beneficial agreements. Seeks to persuade rather than force solutions to improve decisions or regulations and recognizes personal autonomy of others.

- Dependability and Reliability:

Personally responsible. Completes work in a timely, consistent manner and is committed to being available during business hours to further organizational goals. Demonstrates regular and punctual attendance and arrives prepared for work. Committed to doing the best job possible and diligently follows through on commitments. Consistently meets deadlines.

#### ***Working Conditions***

Moderate noise in business office setting.

#### ***Physical Demands***

- Work involves a significant amount of standing, walking, sitting, talking, listening, stooping, crouching, reaching with hands and arms, and typing and viewing computer screens.
- Must be able to detect the use of alcohol and/or drugs by smell.
- Must be able to transfer up to 25 pounds.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Visual ability sufficient to effectively operate a computer, copier, calculator, and fax machine.
- Hearing ability sufficient to record notes of court proceedings, hearings and conferences, and to converse with other individuals both in person and by telephone.
- Speaking ability sufficient to communicate effectively in person and by telephone.
- Ability to read and prepare reports with recommendations.

#### ***Communications***

Conveys and receives information in person and over the telephone, as well as by automated means.

#### **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

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