

Division/Department: Judicial

Revised 11/18

Location: 105 North Main Street New Lexington, OH 43764

Job title: Probation Officer/Drug Court Officer

Reports to:

Dean L. Wilson, Judge

Brad Agriesti, Chief Probation Officer

Status/Pay Range:

As determined by the Court

Type of position:

Full-time

Part-time

Hours: 40/week

Exempt

Nonexempt

General Description:

-Monitor defendants placed in Drug Court for compliance or non-compliance with terms ordered by the Court.

Possible Terms: Restitution, Alcohol Counseling (Includes Out-patient, Long term in-patient, and Residential Treatment Programs), Mental Health Counseling, Family Counseling, Anger Management Counseling, AA meetings, Community Service, Obtaining a valid operator's license, No Contact, Total Abstinence, Good Behavior.

*** (Terms may include one or a combination of any of the above.)

-Review mail/communication submitted by defendants for requests regarding Drug Court.. Gather and submit appropriate information pertaining to communication /request to the Judge.

-Input all data from the Journal Entries into the probation screens in the computer.

-Prepare background checks for new cases coming in for arraignment or from a jail arraignment.

-File Motions to Revoke for those not complying with terms of probation including consulting with prosecutors & defense attorneys for a possible resolution to present to the Court. Probation Officer also attends the hearing for possible testimony and input and prepares the Revocation Entry upon conclusion.

-Give defendants referrals in Drug Court for appropriate counseling agencies.

-Communicate with law enforcement agencies as well as counseling agencies.

-Monitor drug screens as ordered by the Drug Court.

-Prepare commitments for defendant's requesting jail time changes.

-Prepare post-conviction changes in the rights to drive.

-Prepare and issue bench warrants as ordered by the Judge for revocation purposes or if defendant fails to report to jail.

-Coordinate any restitution: request amounts & process payments

-Complete Pre-Sentence Investigations as ordered by the Court.

-Monitor Drug Court every Wednesday evenings.

Work Experience and Knowledge Requirements:

-Ability to recognize and discern the appropriate level of course of supervision to address a correctional client's needs.

-Personal traits should include patience, objectivity, maturity, good attendance, dependability, and reliability,

effectiveness under stress, initiative and adaptability.

-Must demonstrate ability to organize work into prioritized hierarchy and work well under time restraints.

-Must have knowledge of common office practices and procedures.

-Must be able to work with a computer and have basic typing skills.

-Possess and maintain a valid Ohio Driver's License

-Must be able to pass a physical fitness test.

_Must be able to pass drug tests and background checks.

Minimum Education Requirements:

-Associate Degree

-Work / field experience equivalent to Associate Degree