



FRANKLIN COUNTY MUNICIPAL COURT

375 South High St.

Columbus, Ohio 43215-4520

(614) 645-8214

Employment Opportunity

JOB TITLE:	Probation Officer
DEPARTMENT:	Pretrial and Probation Services
REPORT TO:	Probation Officer Supervisor
HOURS:	Full-time 8 a.m. to 5 p.m. or as assigned
POSTED:	March 21, 2022
DEADLINE:	April 4, 2022

JOB PURPOSE AND OVERVIEW

The Franklin County Municipal Court is one of the largest and busiest municipal courts in Ohio. The Court has 14 judges in its General Division and one judge in its Environmental Division. Judges preside over civil, criminal and traffic cases, and conduct both jury and non-jury trials. The Pretrial and Probation Services Department consists of approximately 100 employees. The mission of Pretrial Services is to promote community safety and pretrial success through research informed recommendations, and supervision services that maximize court appearance, remove barriers to fair and efficient justice, and promote harm reduction. The mission of Probation Services is to promote community safety by reducing recidivism, changing offender behavior and fostering accountability through the effective use of evidence-based practices. Department functions include pretrial, investigation and supervision services. Supervision structures are determined by risk and need, and include all types of cases that are referred by the judges of the Court. Staff operates specialized caseloads including domestic violence, sexual offenses, soliciting, mental health, work release and electronic monitoring. The probation staff strives to stay current and relevant with the ongoing goal of being an evidence-based organization.

A probation officer is under the general direction of a chief probation officer and the immediate direction of a probation officer supervisor. A probation officer's primary responsibilities are to investigate, interview, assess, case plan, provide interventions, and manage a defendant's compliance with court orders and required programming in an effort to promote public safety and reduce recidivism. Probation officers routinely communicate a defendant's supervision compliance with the assigned judge, and work closely with criminal justice partners and community resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

- Administration of the Ohio Risk Assessment System and other identified assessment tools to ensure appropriate supervision placement, intervention and programming
- Develop an appropriate supervision plan to address the requirements of the Court, and the assessed and identified needs of a defendant
- Supervise and support defendants through the behavior-change process; skills and goal attainment; and compliance with court-ordered conditions of supervision which includes teaching new skills, role-playing with defendants and application of motivational interviewing skills
- Perform field work as needed; notify the Court of defendant compliance with supervision requirements; conduct arrests when necessary; and attend court hearings when required
- Conduct investigations for the Court and prepare written reports to assist judges in the determination of appropriate sentences, release conditions or the sealing of criminal offense records, as assigned
- Complete thorough, well-written reports that detail an individual's progress on supervision that include thoughtful and informed recommendations
- Supervise specialized caseloads consisting of environmental compliance issues; defendants convicted of domestic violence or related charges; substance using defendants; defendants with mental-health or developmental disability considerations; defendants convicted of sex offenses; or defendants ordered to a period of electronic monitoring or work release
- Maintain accurate, current and thorough documentation and records
- Participate in activities that enhance the department and Court, the individual units within the department, and the officer's own professional development
- Active participation in required training and professional development events around evidence-based practices in community corrections and behavioral health issues, per department standards and as deemed appropriate
- Perform other tasks as assigned and may fulfill roles of other positions in other departments of the Court as needed

QUALIFICATIONS AND REQUIREMENTS

- A bachelor's degree from an accredited college or university with core course work in areas related to criminal justice, criminology, corrections, psychology, social work or related field
- The ability to demonstrate and apply basic knowledge of mental health, trauma and substance abuse issues
- Become trained and certified to perform the ORAS and other department risk and need-assessment tools
- Successful completion of the state probation officer certification and training process within one year of hire if not currently certified
- Meet required eligibility and pass tests required to become certified to use Law Enforcement Automated Data Systems, National Crime Information Center, Bureau of Criminal Identification and Investigation, Federal Bureau of Investigation and Interstate Identification Information Systems computer information systems

- Willingness and ability to be trained and maintain certification in the department's field-safety training program, including but not limited to defensive tactics, verbal de-escalation techniques and first aid/CPR, in order to engage with defendants in the community
- Ability to assess and supervise defendants effectively (e.g., assess and resolve problems, motivate defendants toward prosocial supports and activities, and facilitate interventions that assist defendants in changing their thinking and behavior)
- Ability to appropriately respond to both pro-social and non-compliant behavior in a way that promotes public safety, accountably and behavior change
- Effective oral and written communication and interviewing skills (e.g. ability to listen effectively, obtain sensitive information, explain complex issues in a comprehensible manner, prepare accurate and logical reports relevant to a defendant)
- Ability to make informed and thoughtful recommendations and decisions
- Knowledge of the criminal-justice system and current research trends in the field of community corrections in order to work within the Court and community corrections field effectively
- Ability to appropriately receive and follow supervisory feedback, coaching and direction
- Demonstrate resilience, flexibility in a high-paced, dynamic work environment
- Ability to maintain sensitive and confidential information
- Electronic monitoring or work-release units must be willing to work various days and/or hours throughout week, including evenings and weekends if assigned to the pretrial services department
- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook and Excel, and the Court's case-management software
- Pleasant personality, ability to deal with potentially difficult people, able to interact and maintain effective working relationships with judges, employees, attorneys, litigants, law-enforcement officers and others conducting business with the Court
- Conscious of and sensitive to the diversity within the Court's jurisdiction, and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis
- Excellent time-management skills, ability to prioritize work, ability to work independently and ability to work under time constraints.
- Ability to work effectively in a team environment
- Professional appearance and demeanor, particularly a positive attitude appropriate for the position and the work environment as a representative of the Court
- Demonstrated dependability, punctuality and excellent attendance record
- Ability to work collaboratively with criminal-justice partners
- Skilled in the art of interviewing and assessment
- Willingness to become familiar with the Court's community resources
- Maintain a valid Ohio driver license
- Monitor and/or collect urine specimens from defendants

PREFERRED QUALIFICATIONS

- One year's experience in the courts, corrections, behavioral health, law enforcement or related fields
- Experience as a licensed social worker, professional counselor and/or chemical dependency counselor
- Successful completion of the state's probation officer certification standard
- Additional consideration will be given to individuals who are fluently bilingual in Spanish and English with a college-level vocabulary in both languages, the ability to communicate complex information in both English and Spanish, and speak a language commonly used by people of Somalia for whom English is a second language or who are proficient in American Sign Language

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes medical, prescription, vision, dental and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity service payments; sick-leave reciprocity; employee-assistance and deferred-compensation programs; tuition reimbursement; and credit-union membership.

Court employees are members of the Ohio Public Employees Retirement System that provides retirement, disability and survivor benefits for public employees. The Court pays the required employer's share of 14 percent of the employee's salary. Court employees do not have Social Security taxes withheld from their paychecks because they are members of OPERS.

APPLICATION PROCESS

Applicants must submit the Court's employment application form, a resume and a cover letter addressed to Human Resources Assistant Morgan Smith that describes with some specificity how their qualifications match those required for the position by the application deadline.

The Franklin County Municipal Court Judges application can be found at <https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>. Applications should be completed and submitted online by submitting materials to CourtHR@fcmcclerk.com. Receipt of applications will be acknowledged by e-mail, and only those applicants invited for an interview will be contacted by telephone. Applicants are encouraged not to call or contact the human resources director any Court employee concerning their applications.

COURT EXPECTATIONS OF EMPLOYEE

The Court expects employees will adhere to all court policies, guidelines, practices and procedures; act as role models both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisors about department issues.

AT-WILL AND EQUAL-OPPORTUNITY EMPLOYER

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil-service system and are not members of bargaining units. The Court is an equal opportunity employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.