



Montgomery County Juvenile Court

Judge Helen Wallace

Judge Julie Bruns

Court Administrator Eric Shafer



Job Title: Probation Officer II

Department: Probation

Posting Closing: July 26, 2024

Position Location: 3501 Merrimac Ave Dayton, OH 45405

Job Type: Full-time

Salary: \$50,142.98/Annually

Shift: 8:30am-4:30pm and 11am-7pm/once a week

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave and Personal Leave;

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

An employee assigned to this classification investigates, counsels and supervises juvenile offenders referred by the Court. The employee provides and maintains information and documentation, administers sanctions, and refers juveniles for treatment or other needed services. Employee may occasionally have to travel out of state, and will respond to emergency situations during off-hours.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

Bachelor’s degree in psychology, sociology, criminal justice, social work or related field. One to two years related experience that should include an internship or field placement experience.

Ability to pass a criminal background check.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION
Montgomery County Common Pleas Court
Juvenile Division

CLASSIFICATION TITLE: Probation Officer II

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-time
WORK SCHEDULE	40 hours variable	DEPARTMENT	Probation Services
	Evenings required	REPORTS TO	Probation Supervisor
CIVIL SERVICE STATUS	Unclassified	PAYGRADE	A20

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ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

Monitors, supervises & counsels juvenile offenders to ensure compliance with Court ordered probation terms and conditions. Develops and implements individual case plans, utilizes Transformational Supervision along with EVB Practices to monitor juvenile's progress. Keeps Court informed of progress through written reports and Court appearances, and confers with youth and family concerning progress, problems and issues in meeting treatment goals. Intervenes in crisis situations and determines the need for the youth and family.

Strives to establish trusting relationships with assigned youth; encourages youthful offenders in various recreational, cultural, educational and therapeutic activities designed to enhance self-esteem, and participates with youth to build relationship and trust.

Makes announced and unannounced home visits and works closely with client families to provide guidance and structure to the family unit. Monitors school performance including attendance, academic achievement, behavior problems and other issues. Interacts with school officials to ensure effective educational planning.

Investigates juvenile offenders and their families. Analyzes data, administers risk assessments, prepares written reports and makes recommendations concerning disposition of cases.

Attends court hearings to present Social History information, describe youth's behavior and performance, and provide updates to assist the Judge or Magistrate in making most appropriate disposition. Provides timely completion of dispositional investigation reports.

Facilitates after-care plans including providing direction to youth in seeking residence after treatment plan, locating support groups for youth and family, providing assistance to care givers in enrolling youth in school, and providing support in dealing with other life issues.

Establishes and maintains effective relationships with internal court programs, social service agencies and community resources, makes referrals when appropriate and follows up with treatment progress, problems and issues in coordination with treatment agency.

Utilizes volunteers and college interns to supplement juvenile offender programming efforts; Serves as mentor and coordinator for volunteers and interns assigned.

Prepares requests for summons and warrants, effecting delivery of service when appropriate.

Observes and collects urinalysis samples to determine if youth is using illicit drugs

Facilitates parent & youth support group development, and as required provides onsite or work site supervision. Monitors ACA compliance, and sub-supervises mediation.

OTHER DUTIES AND RESPONSIBILITIES

Makes speaking engagements and represents court on committees.

SCOPE OF SUPERVISION

Supervision of juveniles and other designated programs.

EQUIPMENT OPERATED

Vehicles; computers; copier, fax machine, telephone, calculator, and other general office equipment; dictating machines; handcuffs & shackles; cell phones; pagers; television; VCR; overhead projector.

CONTACTS WITH OTHERS

Juveniles; parents, families and guardians; Attorneys; school officials, teachers, counselors and staff; community social service and treatment providers; law enforcement officers; victims; other courts; Judges and/or Magistrates; Bailiffs; Children's Services; Department of Human Services; general public.

CONFIDENTIAL DATA

Juvenile records and files including psychological, mental health and chemical dependency evaluations; case jackets; treatment assessments; agency information; police records [child/parents]; medical reports; personal information; financial information; birth certificate; social security number; probation/parole records; urinalysis results.

WORKING CONDITIONS

Good working conditions when working in the office. When working in the field, employee is exposed to conditions within juvenile's homes and high crime areas. Possibility of exposure to hepatitis and blood borne disease from contacts with juveniles and urinalysis samples. Possible exposure to risk of injury from physical assault. Occasional exposure to inclement weather.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. Job can involve operating and sitting in a vehicle for periods of time. Employee converses verbally with others in person and by telephone. Vision demands include normal vision requirements but can include occasional viewing of computer screen requiring close focus.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile Court system procedure and process; counseling; social work; corrections; Ohio Revised Code as it pertains to probation functions; criminal justice system; universal precautions for control of blood borne pathogens; programming and community resources; family structure and issues

Ability to: maintain good community relations as Court representative; establish and maintain effective work relationships with associates and job contacts; establish rapport with juveniles and family members of various social and economic backgrounds; perform under stress when confronted with emergency, critical, unusual or dangerous situations; work with resistant clients; maintain confidentiality of confidential and sensitive information; establish caseload priorities.

Skill in: Crisis intervention assessment; interviewing juveniles, family members and others; active listening; mediation; completing statistical and progress reports; data input; operation of computer; application of job software programs; aggressive restraint; analyzing program data and implementing cognitive behavior intervention.

QUALIFICATIONS

Bachelor's degree in psychology, sociology, criminal justice, social work or related field. One to two years related experience that should include an internship or field placement experience. Ability to pass a criminal background check.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License. Other requirements vary according to program.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

I have read the above job description and fully understand my responsibilities.

Employee Signature: _____

Date: _____