



MONTGOMERY COUNTY

COMMON PLEAS COURT - GENERAL DIVISION

POSITION DESCRIPTION **Intensive Probation Officer**

Department: Probation Services
Section: N/A
Reports To: Probation Services Supervisor
Employment Status: Full-time
Work Schedule: 40 hours per week
FLSA Status: Non-exempt
Civil Service Status: Classified
Pay Grade: GS - 7

This position description sets out the essential duties and responsibilities of the position, details the knowledge, abilities, skills, licenses, certifications, education, and experience necessary to be successful in the role, and lists the equipment normally operated by, scope of supervision, and usual physical demands on the incumbent.

POSITION SUMMARY:

The Intensive Probation Officer serves in the Probation Services Department and reports to the Probation Services Supervisor.

The Intensive Probation Officer supervises a specialized casebook with moderate, high, and very high risk/needs offenders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities of the position are as follows:

- Supervises and monitors offenders granted intensive supervision by the court to ensure compliance with supervision terms and conditions, including court ordered financial obligations.
- Prepares case plans and sets goals for offenders in accordance with conditions set by the court. Identifies offender needs and makes referrals for assessment to the court, mental health, substance abuse, and/or other appropriate programs or persons for assistance.
- Testifies in court and makes recommendations. Attends revocation/violation, status, and other court hearings to provide input pertaining to the offender's supervision.
- Processes offenders onto supervision in accordance with grant standards by completing appropriate forms and documents. Maintains records and documentation to record changes in address, employment, and other matters.
- Collects urine samples and conducts breathalyzer tests. Collects DNA samples from felony and selected misdemeanor offenders using a buccal swab collector.
- Conducts searches and seizures for contraband or stolen property, and makes arrests when offender is in violation of supervision terms and conditions. Facilitates and/or prepares necessary documentation for the detention and/or arrest of the probationer.
- Compiles statistical data reflecting number of offenders on supervision, terminations, warrants issued, transfers, and other information to assess day-to-day functioning of programs.
- Obtains certification in approved risk assessment tool (ORAS) and conducts assessments in a timely manner.
- Obtains certification as a practitioner for the Ohio Law Enforcement Automated Data System (LEADS).
- May be assigned to cover comprehensive field work, the supervision of domestic violence probationers and sexual offense probationers, and probationers assigned to specialized dockets, including Men's Achievement Recovery Court, Recovery IS Empowering Court, Veteran's Court, Mental Health Court, and Kushinda Court.
- May be assigned to train new Probation Officers on the processes and procedures to properly perform essential duties and responsibilities of position, provide additional training of existing personnel as identified, and act as mentor for new hires to guide them in their initial development.
- Participates in training opportunities, court activities, projects, and committees as requested or required.
- Completes other duties and responsibilities as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- **Knowledge of:** high-risk/need offender behavior and treatment; counseling; chemical dependency; sex offender behavior; domestic violence; social work; corrections; Ohio Revised Code as it pertains to probation functions; court system procedures and processes; criminal justice system; community social service agencies and resources; universal precautions for control of blood borne pathogens; Probation Services Department policies and procedures; community resources and programming.
- **Ability to:** establish rapport with high-risk/need offenders of various social and economic backgrounds; perform under stress when confronted with emergency, critical, unusual, or dangerous situations; work with resistant clients; establish caseload priorities; physically make an arrest; participate in training to properly utilize a conducted energy weapon (Taser) and pepper spray; participate in a physical examination that includes an agility evaluation.
- **Skill in:** interviewing probationers, victims, and others; completing statistical and investigative reports; data input; operation of computer; application of job software programs; evidence-based safety; analyzing data and preparing modification programs; listening.

GENERAL EXPECTATIONS OF ALL COURT EMPLOYEES:

All court employees are expected to stay current in their areas of technical expertise; maintain attention to detail; exhibit good organizational skills; work effectively on own initiative and by cooperating with others; engage in active listening; speak and write clearly and concisely; demonstrate good manners, friendly demeanor, and professional behavior; uphold the policies, procedures, and practices of the court; maintain the confidentiality of sensitive and privileged information; and represent the court with honesty and integrity.

EDUCATION AND EXPERIENCE QUALIFICATIONS:

The position requires an appropriate combination of formal education, additional training and courses, and work experience. There is not an exact level or mixture of these elements to indicate one will necessarily be successful in, or qualify for, the position.

For example purposes only, an acceptable combination of qualifications for the position is a bachelor's degree in psychology, sociology, criminal justice, or related field and three years of experience as a probation officer.

LICENSURE OR CERTIFICATION REQUIREMENTS:

A valid state of Ohio motor vehicle operator's license is preferred in order to carry out job-related essential functions. Private insurance is required if private vehicle is employed for job-related functions.

SCOPE OF SUPERVISION:

The position requires no supervisory duties or responsibilities.

EQUIPMENT OPERATED:

Two-way radios, handcuffs, and ballistic vests.

Vehicle, computer, calculator, copier, fax, telephone, and other general office equipment.

WORK ENVIRONMENT AND USUAL PHYSICAL DEMANDS:

The following physical demands are typically exhibited by the incumbent performing the requirements of the position. These physical demands are not, and should not be construed to be, job qualification standards. They are illustrated to help the court, incumbent, and applicant for the position identify reasonable accommodations that may need to be made when an otherwise qualified person is unable to perform the job's essential functions because of a recognized disability covered by, and in accordance with, the requirements of the Americans with Disabilities Act.

While performing duties of this job, the employee regularly exhibits digital dexterity and eye-hand coordination when performing typing and other tasks. The employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when typing and using a computer screen. Job may involve operating or sitting in a vehicle.

This position description in no manner states or implies, and should not be construed as stating or implying, that it is a complete or exhaustive listing of the duties, responsibilities, qualifications for, and requirements of, an incumbent filling the position. The incumbent may be required to follow additional instructions and perform other duties required by a supervisor or designee.

The provisions of this position description do not constitute a contract, expressed or implied, and any provision contained in this description may be modified or revoked without notice.

Effective date: 7.1.24