

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: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: 40/week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
<p>General Description:</p> <ul style="list-style-type: none"> -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. <p>Work Experience and Knowledge Requirements:</p> <ul style="list-style-type: none"> -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