

Perry County Municipal Court

Job Description Form

Division/Department: Community Service Coordinator.
Revised: 09/21

Location: 105 North Main st. New Lexington OH 43764

Job title: Community Service Coordinator

Reports to:

Dean L. Wilson, Judge
Brad Agriesti, Chief Probation Officer.

Status/Pay Range:

Type of position:

Full-time
 Part-time

Hours: 12/week

Exempt
 Nonexempt

General Description:

- Perform necessary duties associated with the community service program.
 - Prepare paper work for work sites.
- Provide referrals to defendants for involvement with local community agencies.
- Communicate with law enforcement, community agencies pertaining to participants and programs associated with the Perry County Municipal Court.
- Perform additional/necessary duties as directed by the Municipal Court Judge, Court Administrator, Chief Probation Officer.
- Communicate with the Chief Probation Officer and staff pertaining to community service projects.
- Attend job specific trainings.
- Monitor community service workers at work sites/locations.
- Coordinate community service sites/workers.
- Operate and maintain county court vehicle.
- Perform scheduled duties associated with the Community Service Program.

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: cooperation, honesty, respect, patience, objectivity, maturity, good attendance, punctuality, dependability, and reliability, effectiveness under stress, initiative, team work ethics, adaptability and good judgment.
- Must demonstrate ability to organize work into prioritized work sites and work well under time restraints.
- Demonstrate problem-solving abilities pertaining to community service sites.
- Must have knowledge of common office practices and procedures.

Education Requirements:

- High School Diploma.
- Law Enforcement background.