

## **SENIOR PROBATION OFFICER JOB DESCRIPTION**

A Senior Probation Officer is responsible for enforcing the orders of the Court. Additionally, the officer is responsible for interviewing, supervising and motivating convicted misdemeanants who have been placed on various levels of probationary supervision by the Court. The officer is appointed by the Judge and serves at her pleasure.

This position is an "AT WILL" position. The person(s) employed by the Willoughby Municipal Court under this job classification serve solely at the pleasure of the Judge of the Willoughby Municipal Court and/or her designee. AT WILL positions can be terminated, modified without cause with no recourse, total upon the discretion of the Judge of the Willoughby Municipal Court.

Employee, Non-Exempt: This job classification is not exempt from the overtime provision of the Fair Labor Standards Act and is eligible to receive overtime pay.

### **Illustrative examples of work:**

1. Conduct pre and post-conviction investigations on defendants as requested by the Court, providing analyses and recommendation submission.
2. Thoroughly investigates defendants placed under probationary supervision for development of probationary program agenda striving to guide the probationer into a life of compliance with the law, to be a contributing rather than detracting member of society.
3. Implements developed probation plan, in coordination with various social service and other governmental agencies.
4. Conducts alcohol and drug testing to ensure compliance.
5. Performs residential and employment probationary rule compliance verifications being systemic/unsystematic as to date, time, day location of verification.
6. Document facts and testify in court with respect to the probationer's actions, behavior and quality of adjustment while under supervision.
7. Document all contact with probationers and probationer related contacts.
8. Establish and supervise ordered participation of probationers in SCRAM, EMHA and other ordered programs.
9. Attend meetings and training sessions as assigned, including participation in professional development programs and educational functions.
10. Other duties/tasks as assigned by Judge or Court Administrator.

### **Essential Knowledge, Attitudes and Skills:**

1. College degree required
2. Valid and current State of Ohio Driver's License
3. Proven ability to maintain calm and effective demeanor during crisis situations

4. Knowledge and application of proper English, grammar, spelling, punctuation and composition
5. Can do attitude
6. Ability to follow instructions both verbally and in written form
7. Self-Motivation and loyalty
8. Maintain confidentiality
9. Serve legal process as issued by the Court
10. Consistently maintains exceptional work attendance and punctuality
11. Demonstrate ability to function effectively with coworkers with a vast divergence of personalities
12. Ability to perform basic office procedures

**Special Requirements:**

1. Ability to successfully deal with the full spectrum of citizens the Willoughby Municipal Court serves, whether plaintiff, defendant, witness, victim, officer, attorney or general public.
2. Ability to interact with parties on the telephone or in person and enter process data in the court management system, with frequent interruption.
3. Must be able to handle heavy workloads, meet deadlines, and handle stressful and sensitive situations.
4. Must complete Ohio Probation Officer Training Program within the first year of employment.
5. Must have the proper certification, knowledge and ability to carry a gun and/or a taser.