

Ashland County Juvenile Probation Officer

Ashland County Juvenile and Probate Court

Location: Ashland County Court House 142 W. 2nd Street Ashland, Ohio 44805/ various off-site locations

Job title: Juvenile Court Probation Officer

Reports to: Judge DeSanto Kellogg

Type of position:
Full-time

Hours: Fulltime

Rate: varies with experience

General Function: Candidate is responsible for assisting the judiciary as well as case management for youth on probation. Candidate is responsible for developing, coordinating, and enforcing the supervision and treatment of juveniles placed on probation.

Responsibilities:

Develop case plans to assist the successful transition and maintenance of juvenile offenders in the community.

Monitor case load of juvenile offenders on probation status.

Coordinates objectives of the case plan, interview youth & families to develop & monitor case plan goals.

Monitor progress & adherence to probation with accurate and detailed documentation and maintenance of records.

Maintain contact (e.g., in-office, home &/or field visits, in writing, by telephone) with youth, family, school officials & other service providers.

Impose graduated sanctions/interventions & incentives for youth compliance & noncompliance, enforces court-ordered actions.

Respond to unexpected circumstances &/or crisis situations involving probationers on caseload.

Administers drug & alcohol testing by collecting specimens using a drug testing kit.

Prepares, types & transmits comprehensive case communications & reports (e.g., social histories, case assessments, progress reports, termination reports, discharge reports) for court submission.

Formulates & presents recommendations for court disposition; collaborates with law enforcement agencies, court personnel & other community representatives on recommendations, placement & services. Testify in Court as required.

Performs other job-related duties as assigned.

Expectations:

- To perform all duties in a competent and professional manner.
- To remain current in knowledge required to perform assigned duties.
- To develop and maintain effective working relationships with court personnel.
- Ability to follow written and verbal instructions.
- Effective verbal and written communication.
- Ability to cultivate a working relationship with local Law Enforcement Agencies and service providers.
- Always maintain professional physical appearance and demeanor.

General Requirements:**Experience:**

One (1) year minimum of relevant, experience working with youth and families and or experience working with the court system. Bachelor's Degree in related field preferred.

Interpersonal Skills:

Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the county for the purposes of giving or obtaining information, building relationships, making reports, or soliciting cooperation.

Physical Demands and Working Environment:

Typically performs duties within the courthouse environment. Must have the ability to stand, walk, and sit for extended periods of time. Performs work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations, may lift and/or carry people, supplies, equipment and/or other heavy, bulky items. May be exposed to potential physical harm, infectious diseases and/or physical violence; may be required to physically restrain persons, and effectively deal with stressful and potentially life-threatening emergency situations.

Benefits and Salary:

Benefits are available and the salary will be commensurate with experience.

Application Procedures:

Submit a current resume and cover letter under seal, to Ashland County Juvenile Court, Attention Judge DeSanto Kellogg, 142 West 2nd Street, Ashland, Ohio 44805. The submission shall be either in person or by mail. No electronic or fax submission, please. Candidates who are invited to interview will be required to provide three references in writing. Successful candidates will be subject to a pre-employment drug screen and background check.

Approved by: Karen DeSanto Kellogg

Title: Judge