



Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

May 21, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Municipal Court Probation Department**.

Probation Clerk - This is a part-time position (29 hours per week) with a starting pay rate of \$12.10 per hour. Job Description is attached.

Please Note:

- Work hours are Monday - Thursday from 9:30 a.m. - 3:30 p.m. and Friday from 9:30 a.m. - 2:30 p.m. (hours may vary due to business needs)
- Must have High School Diploma or GED; need good computer skills, ability to deal effectively and in a pleasing manner with clients, public, officials, supervisors and peers; work independently without close supervision; handle confidential and sensitive information.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Tuesday, May 22, 2018 at 8:00 am
Application Closing Date/Time: Thursday, May 31, 2018 at 1:00 pm
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
- OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

MUNICIPAL COURT

Job Description

Job Title:	PROBATION CLERK – Part-time
Department:	PROBATION
Reports To:	Chief Probation Officer
FLSA Status:	Non-Exempt Grade 12
Prepared By:	Chief Probation Officer
Prepared Date:	05/18/18
Approved By:	
Approved Date:	

SUMMARY: Under general supervision, provide superb customer service and administrative support for the Probation Department. The incumbent will be responsible for a wide variety of clerical, administrative, and electronic monitoring duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following examples of duties are not intended as a comprehensive list of job functions/duties performed. The following is a representative summary of the major duties and responsibilities.

- Process new probation referrals into the probation system; Run the probationer's criminal history and driving record for new referrals. Enter the probationer's personal information into the system, schedule appointment with assigned probation officer, and notify probation officer of said appointment.
- Install and removal of electronic monitoring/alcohol monitoring equipment on probationers. Responsible for collecting and processing funds for said equipment. Maintaining electronic monitoring/alcohol monitoring notifications, equipment, data, and reports.
- Investigate, collect, and distribute all restitution payments.
- Receive, sort, and distribute all mail, faxes, court files, court documents, and all other paperwork.
- Enter all intake, assessment, and termination forms into the state database.
- Respond to telephone and counter inquiries; provide information as requested. Forward phone messages left on mainline to the appropriate officer.
- Greet probationers who arrive for appointments and notify the appropriate probation officer.
- Ensure that all forms, documents, and supplies are well stocked.
- Assists others as requested; works harmoniously with all department staff to provide services in an efficient manner that benefits program participants and meets project goals.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) with one to three years related experience and/or training; or any combination of education and experience that provides the required knowledge, skill and ability may be considered.

Language Skills: Ability to read and understand simple instructions, correspondence and memos; write reports and correspondence; interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; speak clearly and effectively present information in one-on-one and small group situations to clients and others.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions in written, oral, diagram, or schedule form.

Computer Skills: Should have experience with Microsoft software such as Office, EXCEL, WORD, etc. and learn to be proficient in the use of the computer system; ability to type documents and enter data proficiently.

Other Skills and Abilities: Good knowledge of office and court terminology. Knowledge and proper use of English and grammar. Good skill in the operation of all types of office equipment. Ability to: deal effectively, in a pleasing manner, with clients, public, officials, supervisors and peers; work independently without close supervision; handle confidential and sensitive information.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and smell; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to moving mechanical parts. The noise level is usually quiet to moderate.