



## Affirmative Action Committee

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

### Committee Members

Elder Shawn Jackson Milly Stockdale  
Pastor Tyrone Kaiser Vickie L. Taylor-Radebaugh  
Janell O'Neil Charles W. Wright

September 18, 2017

Posted: September 19, 2017

### 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 Officer** - This is a full-time position with a pay range of \$15.07 - \$20.07 per hour. Job Description is attached.

**Please Note:**

- Associates degree in criminal justice, criminology, psychology, sociology, or human service/criminal justice related field. A Bachelor's degree is preferred.
- Certification in the Ohio Risk Assessment System (ORAS) preferred. Certified to carry a firearm by an Ohio Peace Officer Training Academy approved program/instructor is preferred.
- A valid Ohio Driver's License without restrictions and is free from any requirement of High Risk Liability Insurance is required.
- 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, September 19, 2017 at 8:00 am

Application Closing Date/Time: Friday, October 6, 2017 at 1:00 pm

Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
- OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

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

A handwritten signature in black ink that reads "Janell O'Neil".

Janell O'Neil, Affirmative Action Officer  
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**

**CITY OF MARION, OHIO  
JOB DESCRIPTION**

<b>Job Title:</b>	<b>PROBATION OFFICER</b>
<b>Department:</b>	<b>MUNICIPAL COURT</b>
<b>Reports To:</b>	<b>CHIEF PROBATION OFFICER</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>

**SUMMARY:** The duties of this position are performed in accordance with regulations prescribed by State, County and City Statutes. The position involves responsibility for persons supervised under probation for the municipal court. Supervision is received from the presiding judge, court clerk and bailiff as well as the Chief Probation Officer. Counsels adult offenders in activities related to legal conditions of probation or parole by performing the following duties. If necessary, performs duties of Deputy Bailiff preserving order during Court sessions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Inform, explain, and advise offenders of the terms and conditions of probation including office visits, financial payments, education/employment stipulations, treatment programs, and other conditions ordered by the court.
- Complete and evaluate preliminary chemical dependency and mental health screenings of offenders and make treatment referrals.
- Perform records checks on offenders from in-house database and outside sources.
- Update and maintain offender files and document each case in the probation system.
- Confers with offender, legal representatives, family, and other concerned persons, and reviews documents pertaining to legal and social history of offender to conduct pre-hearing or pre-sentencing investigations and to formulate rehabilitation plan.
- Report status of compliance and any violation(s) to the court as required.
- Schedule and attend violations hearings as required.
- Compiles reports, testifies in court, and makes recommendations concerning conditional release or institutionalization of offender.
- Informs offender or guardian of legal requirements of conditional release such as visits to office, restitution payments, or educational and employment stipulations.
- Transport offenders to jail and/or treatment agencies as required.
- Evaluates offender's progress on follow-up basis including visits to home, school, and place of employment.
- Conduct urine and/or alcohol testing to ensure compliance with court orders.
- Attend staff meetings as requested by the Chief Probation Officer or Judge.
- Perform other functions as designated by Chief Probation Officer or Judge.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**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.

- Pass security and background check.
- Ability to obtain and maintain certification in the use of a firearm.

**Education and/or Experience:** A bachelor's degree is preferred from an accredited college in criminal justice, criminology, psychology, sociology, or human service/criminal justice related field.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from officials, clients and the general public.

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

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

**Computer Skills:** Knowledge of Internet software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations:**

- Valid unrestricted Ohio Driver's License
- Certification in the Ohio Risk Assessment System (ORAS) is preferred.
- Certified to carry a firearm by an Ohio Peace Officer Training Academy approved program/instructor is preferred.

**Other Skills and Abilities:** Good knowledge of court procedures; tact and judgment in handling people; ability to follow oral and written instructions; ability to control individuals and situations involving strength, mobility and agility; ability to handle sensitive inquiries from officials and the public while maintaining confidentiality required; ability to drive vehicle.

- Knowledge of Evidenced Based Practices including Cognitive Behavioral Therapy

**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.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; taste and smell. The employee may occasionally lift and/or move up to 50 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.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.