

JOB DESCRIPTION

Clermont County is an Equal Opportunity Employer

Department: Common Pleas Adult Probation

Type of Appointment: Full-time Permanent

Classification Status: Classified

Working Title: Pretrial Officer

Location: 270 Main Street Batavia, OH

Designation/Exemption: Pretrial Officer/Nonexempt

Work Schedule: Monday-Friday/8:00 AM - 4:30 PM **Salary:** \$19.45 per hour (\$40,447.68 per year)

Applicants must meet the minimum requirements listed below. Conditions and procedures for selection shall be set by the Clermont County Common Pleas Court. Also, certain positions require pre-placement investigations and/or periodic exams which may include drug/alcohol screening.

SPECIALIZED SKILLS AND KNOWLEDGE REQUIRED:

- ◆ Basic knowledge of the philosophies, theories, and practices of the correctional field; some knowledge of the relationship between law, psychology, sociology, law enforcement, and criminology as these disciplines are related to the duties and responsibilities of this position.
- ◆ Good writing and communication skills.
- ◆ Ability to maintain good public relations on all levels as a representative of the Court; unquestioned integrity; maturity of judgment and tact.
- ◆ Ability to maintain confidentiality of confidential and sensitive information.
- ◆ Ability to establish and maintain effective working relationships with associates and other job- related contacts.
- ◆ Ability to establish rapport with, secure the cooperation of, and inspire confidence in defendants/offenders of various social and economic backgrounds; ability to work with resistant clients.
- ◆ Ability to exercise initiative in handling problems encountered while performing assigned duties; ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations.
- ◆ Devotion to the principles of public safety and welfare.
- ◆ Knowledge of available community resources and the understanding and skill necessary to use them.
- ◆ Candidate will be certified or possess the ability to become certified in the administration of the ORAS assessment tool and possess the ability to properly score the assessment tool.
- ◆ Willing to assist others, contribute to the mission of the department, and work toward common goals.
- ◆ Ability to conduct thorough investigations of cases and make sound evaluations and recommendations to the Courts.
- ◆ Possess a valid State of Ohio Motor Vehicle Operator's License.
- ◆ Some evening and weekend hours may be required.
- ◆ Will attend training as scheduled and participate in special programs/projects as needed such as annual defensive tactics training as required by the Adult Probation Department and annual change of offender behavior training as required by ODRC.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Under supervision of the Director, is responsible for aiding the Adult Probation Department in the following ways:

- ◆ Supervises, monitors, and drug tests defendants who are under supervision due to conditions of bond.
- ◆ Sets bond review hearings.
- ◆ Maintains detailed activity/case notes.
- ◆ Investigates and prepares bond violation reports for bond review hearings; prepares other investigative reports.
- ◆ Testifies as needed at bond review hearings.
- ◆ Drug tests defendants in pretrial phase as requested by the Courts.
- ◆ Drug tests other probationers as needed and as requested by the supervising officer.
- ◆ Retrieves files, and disseminates paperwork, and people from Court dockets.
- ◆ Completes PSI/ILC intake work on newly referred cases.
- ◆ Retrieves files from the Prosecutor's Office and copies any necessary information from the files.

- ◆ Calibrates the Alco-Sensor and any other drug and alcohol related testing devices.
- ◆ Acts as a liaison between courier services, the laboratory and the Adult Probation Department regarding arranging for delivery of urine specimens in contested instant screen results.
- ◆ Takes the lead in bi-monthly inventories of drug tests and drug testing supplies and provides the needed ordering information to the Administrative Assistant who will then place the order; once the supplies arrive at the Probation Department, labels, color codes and places the new shipment of supplies into the proper storage areas.
- ◆ Utilize defensive tactics as needed for the purposes of officer safety.
- ◆ Performs other related duties as required by Director.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◆ Must be able to sit or stand for extended periods of time throughout the day.
- ◆ Must be able to cope with the mental and emotional challenges of the position.
- ◆ Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met.
- ◆ Must possess the physical ability to meet the requirements of the position.

EDUCATION REQUIREMENTS:

- ◆ At minimum, the completion of an **BA or BS** from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, or sociology, or a related field.

EQUIPMENT AND MACHINERY USED:

Each officer will use a computer network station (including Microsoft Office & CourtView), facsimile machine, copier, scanner, and calculator. Additionally this position requires the ability to operate a motor vehicle provided by the Court of Common Pleas Adult Probation Department. This position may afford the opportunity to become certified to carry O.C. spray.