

**WILLOUGHBY MUNICIPAL COURT
JUDGE MARISA L. CORNACHIO**

PROBATION OFFICER POSITION

Provides supervision to clients who have been placed on community control and in Pretrial Diversion Programs by the Court, enforces conditions of community control and monitors all aspects of casework related to the conditions of community control. Conducts initial and subsequent interviews with clients, investigates information related to client's case, inclusive of criminal and traffic background. Presents individual cases to staffing team for joint recommendations regarding disposition, and prepares Pre-Sentence Reports to facilitate sentencing. Provides testimony in court, as required and makes appropriate recommendations, including consideration for the Lake County Specialized Court Docket, i.e. Mental Health and Drug Courts. Explains conditions of community control, and assists clients in meeting terms of community control. Assists clients with various referrals, including Court required programs like the DIP, EMHA, and SCRAM, or mental health counseling and drug and alcohol treatment, and maintains collaboration between counselors and treatment agencies. Monitors client's progress and compliance with conditions through regular interviews, and takes appropriate and respectful action for non-compliance, including processing probation violation complaints and warrants. Maintains case files, and documents all contact with clients, including pertinent facts and life events, contacts, referrals and correspondence. Monitors and administers urinalysis on clients, as required, for purposes of substance abuse monitoring. Serves at all times as an officer of the court and under the Chief of Probation Officer, and maintains and fosters a professional and positive work environment in the Probation Office and Courtroom.

REQUIREMENTS:

Bachelor's Degree. Must complete the Ohio Probation Officer Training Program within one (1) year of hire.

Letter of interest, resume and salary requirement range may be submitted to:
moffata@willoughbycourt.com

***Please indicate in letter if Ohio Probation Officer Training Program has been completed.**