
CLASSIFICATION SPECIFICATION

WILLOUGHBY MUNICIPAL COURT An Equal Opportunity Employer

POSITION TITLE:	Probation Officer	GRADE:	
DEPARTMENT:	Probation Department	CLASSIFICATION:	Non-Exempt At Will
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POSITION SUMMARY:

Under the direct supervision of the Chief Probation Officer, a Probation Officer is responsible for enforcing the orders of the Court. Additionally, the officer is responsible for interviewing, supervising and motivating convicted misdemeanants who have been placed on various levels of probationary supervision by the Court. The officer is appointed by the Judge and serves at her pleasure.

This position is an "AT WILL" position. The person employed by the Willoughby Municipal Court under this job classification serve solely at the pleasure of the Judge of the Willoughby Municipal Court and/or her designee. AT WILL positions can be terminated, modified without cause with no recourse, total upon the discretion of the Judge of the Willoughby Municipal Court.

Employee, Non-Exempt: This job classification is not exempt from the overtime provision of the Fair Labor Standards Act and is eligible to receive overtime pay.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Officers perform any related duties required by the Judge, Court Administrator or the Chief Probation Officer.

1. Conduct pre and post-conviction investigations of defendants as required by the Court, providing analysis and recommendation submission.
2. Thoroughly investigates defendants placed under probationary supervision for development of probationary program agenda striving to guide the probationer into a life of compliance with the law, to be a contributing rather than detracting member of society.
3. Implements developed probation plan, in coordination with various social service and other governmental agencies.
4. Conducts alcohol and drug testing to ensure compliance.

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5. Performs residential and employment probationary rule compliance verifications being systemic/unsystematic as to date, time, day location of verification.
 6. Document facts and testify in court with respect to the probationer's actions, behavior and quality of adjustment while under supervision.
 7. Document all contact with probationers and probationer related contacts.
 8. Establish and supervise ordered participation of probationers in SCRAM, EMHA and other ordered programs.
 9. Attend meetings and training sessions as assigned, including participation in professional development programs and educational functions.
 10. Serve legal process as issued by the Court.
 11. Other duties/tasks as assigned by Judge or Court Administrator.

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Required Qualifications Knowledge,:	Completion of a Bachelor's degree from an accredited college or university. Possession of a valid Ohio Driver's License and liability car insurance.
	Ability to successfully deal with the full spectrum of citizens the Willoughby Municipal Court serves, whether plaintiff, defendant, witness, victim, officer, attorney, or general public.
	Ability to interact with parties on the telephone or in person and enter process data in the court management system, with frequent interruptions.
	Must be able to handle heavy workloads, meet deadlines, and handle stressful and sensitive situations.

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Completion of the Ohio New Probation Officer Training Program within the first year of employment.

**Skills, and
Abilities:**

Requires ability to communicate effectively and professionally, both verbally and in writing.

Ability to prioritize work, work independently, manage time efficiently, and work under time constraints.

Ability to maintain sensitive and confidential information.

Ability to maintain calm and effective demeanor during crisis situations.

Service of legal process as issued by the Court.

Consistently maintains exceptional work attendance and punctuality.

Must demonstrate the ability to function effectively with coworkers with a vast divergence of personalities.

This position requires alertness and attention to detail to ensure accuracy. Requires concentration when composing replies to routine inquiries.

Operation of a variety of standard and complex office equipment, typing, personal computer operation, including but not limited to Windows based programs/Microsoft Office products/Internet applications.

This position has access to information that is limited to use for official court purposes only. Employees are expected to keep such information strictly confidential.

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Physical Ability:

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 use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit and stand.

The employee is regularly required to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

Position Type/Expected Hours of Work:

This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:30 p.m.; however, this position may require some evening and weekend work.