

RICHLAND COUNTY ADULT COURT SERVICES/PROBATION
50 Park Avenue East, 3rd Floor
Mansfield, OH 44902

Job Title: Electronic Monitoring/Stepdown Supervision Officer
Department: Richland County Adult Court Services/Probation
Posted: November 14, 2018
Deadline: November 26, 2018

Position Summary: Officer is responsible for enhancing public safety by raising offender accountability through the use of evidence based practices and interventions. Electronic Monitoring/Stepdown Supervision Officer will utilize the ORAS (Ohio Risk Assessment System) to assess the risk and needs of offenders referred by the Richland County Common Pleas Court Judges placed on supervision with electronic monitoring and/or supervision. EM/Stepdown Supervision Officer shall develop and manage individual case management plans as indicated by policy, make appropriate referrals for services in accordance with case plans, and is responsible for the monitoring of offenders in their home, at work, and in the community to ensure compliance with court orders and agency policies. EM/Stepdown Supervision Officer attend and testify in Court, schedule hearings to discuss non-compliance, apply agency approved rewards and sanctions, and is responsible for monitoring offenders in accordance with equipment/alert policies EM/Stepdown Supervision Officer performs other duties as assigned.

Position Responsibilities: Supervises and monitors the activities of agency offenders while ensuring compliance with rules and conditions of the sentencing court through the use of evidence based practices and interventions. Performs all duties in an ethical and professional manner, interviews and obtains offender information and record information appropriately and accurately. Informs courts, through submission of a written violation, when a violation occurs that cannot be handled administratively. Prepares and sends memos to court. Conducts ORAS (Ohio Risk and Needs Assessment) on offenders and develops individualized case plans utilizing the results of the assessment. Schedules and monitors results of offender drug screens and takes appropriate action. Monitors collection of fees from offenders pursuant to the court order and appears in court and reports violations of program rules and court orders via testimony as requested. Attends training and education seminars, and pursues other professional development opportunities to remain current in evidence based practices (EBP) research. Attends regular staff meetings. Maintains issued agency equipment, clothing, and any other items the officer might be required to use in performance of duties. Obtains regular written reports from treatment and/or service providers that detail the offender's progress and/or compliance or lack thereof. This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Qualifications: BS or BA in criminal justice or a related field with one year experience. Must not have been convicted of a felony. Must become certified to conduct Ohio Risk Assessment System (ORAS) assessments within one year of the date of hire. Ability to meet all agency hiring and retention requirements. Must be OPOTA certified for firearms. Ability to effectively investigate, interview, and work with offenders to assure proper completion of all court ordered or agency requirements. Knowledge of standard policies and procedures of the department, the local judicial process, and local service providers. Knowledge of evidence based practices and motivational interviewing. Ability to effectively communicate, both orally and in writing with offenders and their supporters as well as members of the criminal justice system in a courteous manner. Working basic knowledge of computer operations and standard software applications. Ability to operate standard office equipment. Legally qualified to operate a motor vehicle. Ability to maintain confidentiality of agency information. Ability to work irregular and/or extended hours as requested by supervisor. Ability to follow all personnel policies and rules of the agency. Ability to maintain accurate and complete statistical and offender records. Must be able to prepare written documents that are correct in format, conforming to all rules of punctuation, grammar, diction, and style. Ability to comprehend and correctly use a variety of informational documents including criminal records, psychological and medical reports, and other reports and records. Ability to handle a degree of stress as a result of working with what may be difficult individuals and the ability to deal with them effectively and decisively. Must be available to work some weekend and evening hours. Must be at least 21 years of age.

Independent Judgment: While supervising a caseload of offenders and/or electronic monitoring offenders, an EM/Stepdown Supervision Officer meets regularly with the offender in the office and community as home or employment visits are conducted. EM/Stepdown Supervision Officer exercise authority by determining those instances when non-compliance is sufficient to take to a supervisor which could result in a violation being submitted to the sentencing court. The EM/Stepdown Supervision Officer also has the authority to offer recommendations to the supervisor and/or court in instances of non-compliance.

APPLICATION PROCESS: Interested Applicants must submit their written resume and a cover letter with qualifications to:

James J. Bittinger, Chief Probation Officer
Richland County Adult Court Services/Probation
50 Park Avenue East, 3rd Floor
Mansfield, OH 44902

On or before: November 26, 2018 **(PLEASE NO PHONE CALLS)**

AT WILL EMPLOYMENT: Employees of the Court are at will employees and serve at the pleasure of the Judges. They are not in the classified civil service system and are not members

of bargaining units. The Judges of the Court of Common Pleas, shall have full charge of the employment, assignment and supervision of all personnel.

EQUAL OPPORTUNITY EMPLOYER:

The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, status as a veteran or any other legally protected status. The Court affirms its commitment to provide equal employment opportunity as prescribed by the Civil Rights Laws.