

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

Job Title: Drug Court Case Manager
Department: Richland County Adult Court Services/Probation
Posted: August 28, 2024
Deadline: September 20, 2024

Position Summary: Under the direction of the Chief Probation Officer, the Drug Court Case Manager is responsible for managing and maintaining information on County offenders and reports all violations, progress, or changes to offender's plans. The Drug Court Case Manager assists in finding employment, and educational programs for offenders.

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. Will perform all duties in an ethical and professional manner, interview and obtain 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. 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. Will attend 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: Possession of a Bachelor's degree from an accredited university or college majoring in criminal justice or a related field preferred; minimum of one (1) year of recent documented work experience and/or training as a probation officer or related field or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Ability to meet all agency hiring and retention requirements. Must be able to 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

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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. Ability to de-escalate volatile offenders. 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, a Drug Court Case Manager meets regularly with the offender in the office and community as home or employment visits are conducted. Drug Court Case Manager exercises 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 Drug Court Case Manager 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: September 20, 2024 **(PLEASE NO PHONE CALLS)**

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.