**Position:**

**Probation Officer**  
OhioMeansJobs Post#3418853

### Job Description:

**GENERAL DUTIES:** Officers will conduct background investigations and prepare reports. Oversee and direct assigned caseload activities of offenders, which may include, but not limited to; referrals to Community Service, employment and counseling agencies and, instruct offenders in Cognitive Behavioral classes. Other duties include: specialized functions like drug testing, electronic monitoring/house arrest, offender transportation and arrests, conduct surveillance, search and seizure for contraband and testifying at hearings.

**Company/ Work Address:** Ashtabula County Courts Probation Department  
25 West Jefferson St., Jefferson, Ohio 44047

**Hours/Shift:** First Shift – Monday through Friday

**Yearly Salary:** 34,382.40

### Desired Skills:

**QUALIFICATIONS:** Minimum Associates Degree or adequate work experience; must have no prohibition against carrying firearm; must maintain valid Ohio drivers license and proof of insurance; willing to work flexible work hours (when required). An individual who poses a direct threat to the health and safety of himself/herself or others in the work place will be deemed not qualified for this position. Must pass background check and drug test. Upon hire; complete and pass firearm, self-defense, pepper spray course, Probation Officer Certifications, O.R.A.S. (Ohio Risk Assessment System), and be able to be bonded and insured.

**KNOWLEDGE, SKILLS AND ABILITIES NEEDED:** Court and office related procedures and protocol; typing and proofreading; correct use of grammar, punctuation and spelling; excellent oral and written communication skills; legal document preparation and confidentiality; word processing and computer database software skills; classification and organization of records; multitasking. Job may be physically demanding and may require, but not limited to: running, lifting, fighting, wrestling, and climbing. Upon offer of employment applicant must notify employer of any physical limitations that may prevent applicant from doing required job related tasks.

**Ability to pass Background Check, Drug Screen, Driver License needed**

### How to apply:

Applicants will apply for position by sending resumes by US Mail to:

**SEND RESUMES ONLY (NO COUNTY APPLICATIONS) BY FRIDAY, MAY 13, 2016 TO:**

Jennifer Feher, Court Administrator  
Ashtabula County Common Pleas Court  
25 West Jefferson Street  
Jefferson, Ohio 44047  
courtsadmin@ashtabulacounty.us

**OPEN DATE 05/26/17**  
**CLOSE DATE 06/09/17**

If you need assistance or have any questions, feel free to contact:

OhioMeansJobs Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234

Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.  
(Attachment #2)

Thank you and best of luck

OhioMeansJobs Ashtabula County

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