



Lima Municipal Court Department  
*AN EQUAL OPPORTUNITY EMPLOYER*

POSTED: November 26, 2018  
SUBMISSION DATE: December 14, 2018

**Job Title:**

Probation Officer

**Job purpose:**

To protect and improve the overall quality of life in our community through judicially supervised care and rehabilitation services for those individuals to enhance their likelihood of being accountable for their behavior and productive members of society.

**Duties and responsibilities:**

Job Duties include, but are not limited to, the following:

- Monitor and maintain a high volume case load of misdemeanor offenders
- Meet face to face with offenders
- Provide Court testimony
- Facilitate investigations as ordered by the Lima Municipal Court
- Determine client risk and develop a case plan accordingly
- Communicate and coordinate with treatment providers, case workers, counselors, and health professionals
- Work with community agencies that accept offenders for community service
- Collect background information on individuals for investigations and supervision
- Prepare and maintain all documentation, reports, and materials as directed
- Attend required training
- Perform other duties and responsibilities as assigned by the Judges and/or Chief Probation Officer

**Knowledge, skills and abilities necessary for the position:**

- Must possess analytical skills/abilities, which include: Ability to assess situation, seek multiple perspectives and, if necessary, gather more information to arrive at an appropriate solution
- Must possess clerical/administrative skills/abilities, which include: Ability to prepare related reports as required; Ability perform drug testing in a safe and secure manner.
- Must possess computer/technical skills/abilities, which include: Ability to use personal computers and other office machines in order to prepare related reports as required.
- Must possess project/process management skills/abilities, which include: Strong organizational, prioritizing and problem solving skills.

- Must possess written and oral communication skills/abilities, which include: Ability to communicate with individuals of varying intellectual, emotional and physical abilities; Ability to maintain confidentiality in regard to client information and records.
- Must possess physical skills/abilities, which include: Ability to operate handcuffs, shackles, and physically arrest youth and/or adults as needed and in a safe and secure manner.
- Must possess knowledge of case management practices and the court system.

#### **Qualifications:**

- Bachelor's Degree in Criminal Justice, Social Work, Psychology or related field
- Previous experience in Probation or a related field preferred
- Must have a valid driver's license and be able to pass a criminal background check

Interested applicants should apply by emailing a cover letter, resume and 3 professional references to [lisa.deters@cityhall.lima.oh.us](mailto:lisa.deters@cityhall.lima.oh.us) As part of the interview process, applicants must complete a short writing assessment at the Court.

Application materials will not be accepted after the submission date indicated above.