



The City of Mount Vernon

An Equal Opportunity Employer

Job Title:	Probation Officer Intensive Supervision Probation (ISP) General Intake Officer	Department:	Municipal Court Department of Adult Probation
Job Number:	N/A	Reports To:	Chief Probation Officer
Position Type:	Full-time Grant Funded 40 hours per week Exempt	Address:	5 North Gay Street Mount Vernon, Ohio 43050
Typical Work Schedule:	Monday-Friday 8:00 a.m. to 4:00 p.m.	Pay Range:	\$22.00-\$28.00
Contact Information:	Amberly Frye at afrye@mountvernonohio.org	FLSA:	Non-Exempt
How to apply:	Submit cover letter and resume to Amberly Frye, HR Generalist, at hr@mountvernonohio.org		

Objectives

The purpose of this position is to complete the tasks associated with the operational function of the Probation Department within the Mount Vernon Municipal Court.

Minimum Education, Experience and Additional Requirements

- Associate's Degree in Criminal Justice, Social Work or similar related field.
- Must complete OPOTA weapons certification program and/or qualify with KCSO or MVPD certified range instructor upon hire.
- Must obtain and maintain the Ohio Risk Assessment System (ORAS) certification test within six (6) months of hire date.
- Must obtain and maintain a valid State of Ohio Driver's License.
- Must complete annual weapon qualification and adhere to weapon(s) retention training program standards.
- Must complete TASER certification with completion of annual qualifications and training.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Identify and monitor offenders identified as moderate to high risk through the completion of the Ohio Risk Assessment System (**ORAS**).
- Monitor and maintain documentation for caseload of approximately 100+ offenders or more.
- Perform necessary intake duties associated with the supervision of defendants sentenced to a period of probation by the Court.
- Attend/participate in sentence reviews, diversion and probation violation hearings as scheduled through the daily court docket.
- Prepare Acknowledgements, summary and progress reports on supervised defendants associated hearing appearances with the court.
- Attend all required Court proceedings as requested by the Judge or as required through summons.
- Prepare and maintain court and department documentation required for effective supervision of the defendant to include, but not limited to terms of supervision, diversion terms, release of information, community service, various journal entries, unit transfers, jail commitments and warrants.
- Prepare and issue bench warrants as ordered by the Judge for revocation purposes, or if defendant fails to report to jail.
- Provide referrals to defendants for involvement with community agencies.
- Communicate with law enforcement, counseling, and other community agencies pertaining to an offender's participation in various rehabilitative programs.
- Completion of duties as deemed necessary for the standard operation of the Department of Adult Probation.
- Perform additional/necessary duties as directed by the Judge and or supervising officer.
- Attend job specific trainings and certification and qualification.
- Perform/monitor drug screens as ordered by the Court.
- Prepare or assist with filing of appropriate documentation required for driving privileges in the State of Ohio.
- Coordinate restitution payments.
- Direct defendants to payment plan arrangements on fines and costs through the Clerk's Office.
- Perform scheduled duties associated with the Supervised Community Service Program.
- Conduct home visits and/or employment visits where warranted.



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- Review mail/communication submitted by defendants for requests regarding their probation status. Gather, submit and respond to the requests and forward appropriate information to the assigned Judge, Law Director or Victim Advocate.
- Maintain rights of victim in accordance with Marsy's Law in the course of supervision of specific offenders.
- As assigned, assist with facilitation of in-house services associated the implementation of Moral Recognition Therapy (MRT), Thinking for a Change (T4C) and/ or Trauma based programming. Acquire and maintain program accreditation, as required.
- File Motions to Revoke on probationers who are non-complaint with the terms of probation; consult with prosecutors & defense attorneys for a possible resolution to present to the Court and attend hearings for possible testimony and case input.
- Gather referrals for Specialized Docket and In-house Integrated Programming.
- Coordinate offender use of automated random drug testing system.
- Complete comprehensive Pre-sentence Investigative Reports as requested by the Court.
- Monitoring incoming evidence and seized contraband and assist with record retention of the evidence room.
- Schedule law enforcement training exercises and assist with safety inspection, addition and maintenance of assigned officer equipment.
- As assigned, perform necessary duties associated with the Court Security.
- Prepare court documents (treatment plans, release of information, journal entries, warrants, etc.) for defendants on ISP supervision as associated with the Community Correction Act Grant.
- Other duties as deemed appropriately necessary for the function of the Court and Department of Adult Probation

NON-ESSENTIAL JOB FUNCTIONS:

Performs related non-essential functions as required.

I. JOB REQUIREMENTS

Equipment:

Ability to operate a variety of office equipment such as computer and related software, copier, telephone, calculator, FAX machine, and other equipment necessary to perform duties. Ability to safely operate a motor vehicle is required.

Knowledge, Skills and Abilities (KSA's):

- Court and probation department experience, preferred.
- Customer service experience
- Must be able to demonstrate problem-solving skills.
- Knowledge of common office practices and procedures.
- Must have knowledge with completing assessments for determining eligibility into rehabilitative programming.
- Knowledge of Microsoft Office Suite.
- Substance use and/or mental health experience background, preferred.
- Must be able to demonstrate proficiency in de-escalation and unarmed self-defense tactics and crisis intervention methods.
- Candidate must be able to obtain and maintain and following personal traits: honesty, respect, patience, objectivity, maturity, dependability, reliability, punctuality, and cooperative. Additionally, this person will need to be effective under stress, show initiative, be a team player, be ethically responsible, be adaptable and show good judgement.
- Must demonstrate ability to organize work into prioritized hierarchy and work well under time restraints.

II. DIFFICULTY OF WORK

- All work is time-sensitive resulting in the necessity to often work under pressure.
- Encounters with the public are stressful at times depending upon the reason for the visit or phone call.
- While on the job, candidate may come in contact with difficult and sensitive material.
- There will be times when difficult conversations will need to take place.



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III. SUPERVISORY RESPONSIBILITY

- The position does not supervise other individuals.

IV. PERSONAL WORK RELATIONSHIPS

Contact is with the Probation Department personnel, Judge, Clerk of Court, security staff, law enforcement, rehabilitative service providers, attorneys and legal assistants, probationers and the general public.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, lifting, pushing, pulling, reaching, and walking.

Visual Activity: The position requires the use of a dual-monitor computer.

Job Location: The duties of this position will be performed in the Probation Department, the Municipal Building and through field work within the community.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:

Date:

Revised:
December 2023