

The Canton Municipal Court

Probation Department



The Canton Municipal Court is accepting applications for the position of ASSESSMENT SPECIALIST within the Municipal Probation Department.

The Assessment Specialist is responsible for the timely completion of Ohio Risk Assessment System (ORAS) assessments and initial case planning on all referrals for probation supervision. The Assessment Specialist also conducts URICA, TCU and other ancillary assessments as prescribed. The Assessment Specialist will enter all findings and results into the Offender Management Database and applicable ODR&C databases. The Assessment Specialist will obtain and maintain ORAS certification. Performs other functions as designated by the Chief of Probation or Court Administrator. Understands and adheres to the policies and procedures of the Canton Municipal Court.

This position requires direct contact with offenders and exposure to potentially stressful and dangerous situations and conditions.

Qualifications for this position require an undergraduate degree in criminal justice, law enforcement, sociology or related field; At least one year of prior experience working with offenders and prefer one year experience working in the court system. Other necessary skills include excellent interviewing skills and experience; Preferred experience and training in motivational interviewing; Ohio Risk Assessment System (ORAS) certification; Experience with offender evidence-based practices and interventions; Proficient with Microsoft Office applications; Effective inter-personal communication skills and strong organization skills.

Starting salary based upon education, experience and skills. Career Salary Range from \$32,752 - \$55,828

Candidates wishing to be considered should submit a Letter of Interest, Resume' and two (2) letter of professional reference to:

Lauren Kelly, Chief Probation Officer
The Canton Municipal Court
218 Cleveland Avenue, South
Canton, Ohio 44702
or
lauren.kelly@cantonohio.gov

This position will remain posted until filled

The Canton Municipal Court is an Equal Opportunity Employer