

The Canton Municipal Court

Community Service Department



The Canton Municipal Court is accepting Letters of Interest and Resumes for the position of Community Service (Road Crew) Supervisor.

The Community Service Supervisor (CSS) provides direct offender supervision of offenders sentenced to the Community Service Road Crew. Under the supervision of the CSS, offenders sentenced to the Community Service Road Crew perform litter control, lawn mowing, snow removal and other general labor services within the community as an alternative to a jail sentence. The CSS works with the Community Service Director, Code Enforcement, Health Department and related entities to coordinate road crew projects. The CSS instructs and directs offenders in the completion of projects; Transports offenders to and from work sites; Accurately documents offender hours completed, project completion and compliance with Departmental regulations; Communicates daily with the Community Service Director and Community Sanctions Officers; Maintains regular contact with various community service sites; Performs other functions as designated by the Community Service Director 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. This full-time, non-exempt position reports to the Community Service Director. Established work hours are 8:30 am - 4:30 pm, Monday-Friday. Hours **will** vary based upon the needs of the Court.

Qualifications for this position require a high school diploma or equivalency, Undergraduate degree in criminal justice or law enforcement preferred; One year experience supervising, motivating and working with offenders; Effective interpersonal communication skills; valid Ohio Driver License and strong organization skills.

Salary range \$28,704.00 to \$45,586.00. Starting salary negotiable based upon skill and experience.

Candidates wishing to be considered should submit a Letter of Interest, Resume' and two (2) Letters of Professional Reference to:

Lindsay Trent, Community Service Director
The Canton Municipal Court
218 Cleveland Avenue, South
Canton, Ohio 44702
or
lindsay.trent@cantonohio.gov

Letters of Interest & Resumes will be accepted until position filled

The Canton Municipal Court is an Equal Opportunity Employer