

# The Canton Municipal Court

## Probation Department



The Canton Municipal Court is accepting applications for the position of PROBATION OFFICER within the Municipal Probation Department.

Probation Officers within the Municipal Probation Department provide community control supervision and case management of misdemeanor offenders sentenced by the Court. The Probation Officer is responsible for the enforcement of all Court Orders and terms of probation. Other responsibilities include documentation and maintenance of accurate records; conducting Ohio Risk Assessment and similar offender risk/needs assessments; development and management of offender supervision plans; instruction of evidence-based curriculums; conducting pre-sentence investigations; conducting expungement investigations; conducting urinalysis drug testing on offenders; enforcement and collection of court costs and restitution; supervision of electric monitoring/house arrest cases; effecting arrests; testifying at court hearings and revocation proceedings; and establishing and maintaining effective relationships with community agencies. Position may require compliance with State Community Corrections Act Grant Standards.

Candidate may be required to submit to psychological examination for fitness to carry a firearm.

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 one year experience working in the court system. Other necessary skills include Ohio Risk Assessment System (ORAS) certification and experience with offender evidence-based practices and interventions, offender risk assessment, computer skills, 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](mailto:lauren.kelly@cantonohio.gov)

This position will remain posted until filled

*The Canton Municipal Court is an Equal Opportunity Employer*