

# The Canton Municipal Court

## Employment Opportunity

### Probation Officer-Recovery Court

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<b>Department:</b>	Judges Administration	<b>FLSA Status:</b>	Non-Exempt
<b>Division:</b>	Probation	<b>Civil Service Status:</b>	Unclassified
<b>Supervisor:</b>	Chief of Probation	<b>Employment Status:</b>	Full-Time
<b>Pay Range:</b>	\$38,480-\$58,214	<b>Work Schedule:</b>	M-F, 8:30 am - 4:30 pm.
<b>Orientation Period:</b>	180 days		Hours may vary based upon the needs of the Court
<b>Date Established:</b>	November 25, 2016		
<b>Date Revised:</b>			

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**PURPOSE:** Probation Officers within the Municipal Probation Department provide community control/probation supervision and case management of misdemeanor offenders sentenced by the Court.

**OVERVIEW:** The Probation Officer for the Recovery Court is responsible for the enforcement of all Court Orders and terms of probation for offenders within the Recovery Court Specialized Docket. The Probation Officer for Recovery Court works in conjunction with the Recovery Court Drug Counselor, Recovery Court Judge and Treatment Team to coordinate the supervision and support the treatment of offenders sentenced to the Recovery Court. The Probation Officer meets with and maintains regular face-to-face contact with offenders in order to monitor and supervise the terms and conditions of probation. Probation Officer shall utilize evidence-based supervision strategies, including skill-building and modeling pro social behaviors. Other responsibilities include documentation and maintenance of accurate records regarding case contacts and status of cases, conducting pre-sentence investigations, conducting expungement investigations, collection of Court costs and restitution, testifying at court hearings and revocation proceedings and establishing and maintaining effective contacts with various community agencies. Refers offenders to various community treatment agencies, documents referral and appointment dates and tracks compliance via ongoing contact with the community agencies. The Probation Officer reports compliance and violations to the sentencing Judge and sets Show Cause Hearings for offenders out of compliance. Performs other functions as designated by the Chief of Probation or Specialized Dockets Coordinator. Understands and adheres to the policies and procedures of the Canton Municipal Court.

#### **MINIMUM QUALIFICATIONS:**

Qualifications for this position include an undergraduate degree in criminal justice, law enforcement, sociology or related field; Preference for candidates with Licensed Chemical Dependency Counselor II (LCDC-II) credentials; at least one year of prior experience working with offenders; and one year experience working in the court system. Other necessary skills include experience with implementation of offender evidence-based practices, offender risk assessment, computer skills, effective inter-personal communication skills and strong organization skills.

*Interested parties may submit a Letter of Interest and Resume to Chief Probation Officer Lauren Kelly at [lauren.kelly@cantonohio.gov](mailto:lauren.kelly@cantonohio.gov). Letter of Interest should cite experience and demonstrate minimum qualifications. This position will remain open until filled.*